

College Council Minutes

TUESDAY November 6, 2018

1. **Call to Order/ Roll Call**

**Present:** Jenna Cole, Brittany Heaward, Peg Wheeler, Jane Kimball Foley, Barbara Finkelstein, Allyson Mansfield, Heather Lewis, Joan Ludwig, Audrey Gup-Mathews, Jason Arey, Tom McGinn, Paula Gagnon, Meghan Connelly, Maureen Michaud

**Absent:** Michael Oliver, Heather Lewis

**Call to Order** by Maria Niswonger at 12:30 pm

1. **Approval of Minutes:**

Request by Maria Niswonger for correction of typo in Section 6.3 second sentence to read “The next four standards are: Educational Effectiveness, Institutional Resources, Academic Program and Teaching, Learning and Scholarship.

Motion by Tom McGinn to approve as amended

Seconded by Paula Gagnon

Unanimous approval

1. **Approval of Agenda:**

Motion by Peg Wheeler

Seconded by Audrey Gup-Mathews

Unanimous Approval

1. **Reports of officers.**

**4.1 President’s Report:**

* 1. Two new hires were announced: Rob Klaiber, Dean of Workforce Development and Community Education and Bill Frederick, Coordinator of the Sanford Institutional Site.
  2. **Danielle Ebbrecht is currently leading three ongoing Faculty Searches**. We hope to have all positions filled by January 2019.
  3. YCCC will be hosting the MCCS November Meetings of the Board of Trustees and Presidents Council on the 13th and 14th. Staff is requested to park in the Visitor’s Parking Lot for those two days.
  4. On November 29, 2018 YCCC will be hosting the York County Business Awards Dinner at Stage Neck Inn, York Harbor, Maine.
  5. On Friday, November 9, 2018 Eggs and Issues will host Lisa G. Martin – Executive Director of the Manufacturers’ Association of Maine.
  6. On the evening of November 15, 2018 Chief Mackenzie, of the Kennebunk Maine Police Department will be holding Opioid Response Training in the Hannaford Lecture Hall.
  7. On November 15th and November 19th, 2018 we will be hosting a free Thanksgiving Dinner for Students in the Mid Café. The Deans will be serving the students.

1. **Reports of Standing Committees.**

**5.1 Strategic Planning Committee:**

No report at this time.

**5.2 Policy Committee:**

This committee is on hiatus until a new H.R. person is hired.

**5.3 Curriculum Committee:**

Jen Mallett reported that only one new course has been submitted for review, Topics in Culinary for Baking and Pastries and that all submissions are due on Thursday, November 8th at noon in order to be considered at the next meeting.

**5.4 Assessment Committee:**

No report at this time.

* 1. **Health & Safety Committee:**

Mark Paradis reported that October was Fire Safety Awareness Month and there were three winners of Fire Extinguishers from the trivia contests, 2 Students, 1 Faculty and 1 Staff. In the coming weeks, Winter Safety Tips to prevents slips, trips and falls will be sent out by email. CPR and First Aid training will be offered February.

* 1. **Online Learning Committee:**

Doreen Rogan reported that the goal is to complete the Online Education Handbook by the end of the Academic Year. Four sections are currently in process.

1. **Reports of ad hoc committees.**
   1. **Advising Committee:**

This item will be discussed under Unfinished Business - Section 8.1 of the Agenda.

* 1. **Achieving the Dream Update:**

The College will be sending representatives to the National Meeting in February. The Committee is currently working on completing the action forms. There have been no recent updates on the Portal.

* 1. **NEASC Update:**

Cathy Ferrick reported that the committee is continuing to review and edit the standards and are on target with completion goals. Cathy and Doreen Rogan will be attending one of the Student Senate meetings prior to the end of the Semester to talk about the self-study process. Amber Tatnall will be taking over for Sam Ellis for Standard Seven.

* 1. **Cornerstones of Government:**

The Cornerstones of Governance Narrative Summary was requested for the self-study last spring. At this time, Meghan Connelly and Maria Niswonger inquired if there were any specifics guidelines required for the report. No specific guidelines were request for the final summary.

1. **Public Comment.**

Doreen Rogan shared with the Council the Spotlight on Success posters that highlight current students and alumni who define YCCC’s definition of success. The 2 foot by 3 foot posters will be on display throughout the college in time for the MCCS Board of Trustee and Presidents Council meetings.

1. **Unfinished Business:**

Maria Niswonger spoke about the Ad hoc Advising Committee’s recommendations that were presented to the President last spring for review. The President indicated that she was meeting with Eric Bourque to determine if the IT support required to implement any of the recommendations was available. The committee will meet to determine how best to move forward.

1. **New Business:**
   1. **Deleting mention of “steering committees” from Council bylaws:**

A review of the Council bylaws and references to “steering committees” led to suggestions to delete certain sections of the bylaws and further discussions on the role of College Council as a recommending body to the President.

* 1. **Posting of documents (agendas, bylaws, etc.) on the portal by College Council and Standing Committees.**

The bylaws state that Standing Committees Recorder must publish minutes from the meetings. This led to a discussion as to where the minutes should be published and stored. It was also discussed how not all committees have recorders and/or take minutes. Further discussion continued as to whether this was a violation of the bylaws. This topic was tabled for further discussion.

* 1. **Open forum topic for this academic year?**

Maria Niswonger opened a discussion of the topic for this academic year’s open forum.

Recommendation: The Chair will open up to the campus community the opportunity to submit topic ideas prior to the next Council meeting at which time the Council will discuss suggested topics and vote on this years’ topic.

Motion to Approve: Brittany Heaward

Seconded by Paula Gagnon

Unanimous Approval

1. **Announcements.**

Stacy Chilicki reminded everyone to get out and vote on the Question 5 ballot.

1. **Meeting Adjourned at 1:30 pm.**

Respectfully Submitted:

Allyson Mansfield