

College Council Minutes

Tuesday March 6, 2018

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

Maria Niswonger announced that Paul Archer would not be present for today’s meeting and that she would be chairing the meeting.

**Present:** Sam Ellis, Audrey Gup-Mathews, Jason Arey, Barbara Finkelstein, Claudette Dupee, Brittany Heaward, Tom McGinn, Maureen Michaud, Maria Niswonger, Peg Wheeler, Joan Ludwig, Allyson Mansfield

**Absent:** Paul Archer, Jenna Cole, Michael Oliver

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

1. **Approval of Minutes**

Motion by Claudette Dupee

Seconded by Peg Wheeler

Unanimous approval.

1. **Approval of Agenda**

Maria Niswonger requested that items 9.2 and 9.3 be moved forward for discussion ahead of item 9.1.

Motion by Claudette Dupee

Seconded by Brittany Heaward

Unanimous Approval

1. **Reports of officers**

**4.1 President’s Report**

* 1. Updates on two incidents involving former students and threats to non- specific schools.
     1. First offender was arrested and is being held without bail.
     2. Second offender turned himself in and is out on bail with an ankle monitor and YCCC has filed a Trespass Warning against him

The Wells Police are providing a presence on campus for the week.

* 1. President Finkelstein will be meeting with Dick Golden on March 12, 2018 to review our ERT Protocols and to plan an Active Shooter Drill.
  2. HAAS Milling Event on March 15, 2018 at the Sanford Institutional Site.
  3. Paula Gagnon and Jason Arey will be visiting schools for NEASC this spring and President Finkelstein will be leading a team in Spring 2019.
  4. The ATD Coaches will be visiting on campus on March 22, 2018.
  5. PTK Induction will take place on March 22, 2018
  6. At the March Presidents Council YCCC has two items on the Agenda:
     1. Small Business Management Certificate
     2. Associate in Applied Science in Animal Care and Management.

1. **Reports of Standing Committees**

**5.1 Strategic Planning Committee**

No Report.

**5.2 Policy Committee**

The Policy Committee Report will be discussed under Agenda Item 9.3.

**5.3 Curriculum Committee**

No Report.

**5.4 Assessment Committee**

No Report.

* 1. **Health & Safety Committee**

No report.

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

**NEASC Self-Study**

* 1. **Cornerstones of Governance Survey Update**:

Audrey Gup-Mathews thanked her Standard Three Committee Members Erin Haye and John Hall for their help in getting the survey up and running on Survey Monkey. Amber Tatnall was also thanked for her advising roll.

The survey had 72 participants. 16 Adjunct Faculty, 16 Faculty, 40 Staff.

Nick Gill will gather the results and Audrey will present them at the next College Council Meeting.

**6.2 NEASC**

Cathleen Ferrick reported that there will be a meeting with all the Standard Chairs on March 21, 2018.

**6.3 Advising**

Maria Niswonger announce that the first Committee Meeting is scheduled for Thursday, March 8, 2018. This will have to be rescheduled due to the impending Nor’easter.

1. **Public Comment**

Claudette Dupee asked that we all remember 10 year-old Marissa Kennedy.

1. **Unfinished Business**

There is no unfinished business at this time.

1. **New Business** 
   1. **Termination Policy & Procedure:**

Amber Tatnall opened the discussion by asking if anyone present had any questions or concerns about the presented Procedure. Suggestions were made to change the title of the procedure to Separation Procedures. Further discussion suggested that the item be tabled and reviewed by Finance and Administration. Sam Ellis stated that they will also determine the appropriate venue for review and adoption of the Procedure.

**9.2 Active Shooter Discussion:**

Tom McGinn opened the discussion with reference to recent events at the College and the subsequent questions about the event from students.

Stacy Chilicki explained that the initial e-mail sent from the President’s Office about the incident involving a former student contained links to all the appropriate policies and procedures.

President Finkelstein re-iterated that during her meeting with Dick Golden on March 12, 2018 she would be discussing plans for an Active Shooter Drill for some time in April.

Jason Arey gave a quick synapsis of the “Run/Hide/Fight” protocol:

First, run if you can.

Second, hide behind doors and barricades.

Lastly, if you have no alternative, fight with available items: ex) fire extinguisher.

Audrey Gup-Mathews asked how staff is notified in the event of an active shooter. President Finkelstein explained that an announcement would be made over the intercom system and that all desk phones are linked to the intercom. Classroom phones should dial 911.

Concerns over building security at the Sanford Site were discussed, specifically that the doors of the building cannot be locked from the inside to keep intruders out. This will be reviewed with security and maintenance for resolution.

Security training will be offered to all staff. In the future this may become a requirement and not optional.

Numerous requests were made for the preparation and distribution of a one-page instruction sheet for training and use in the event of an active shooter incident.

In support of the “See something say something” campaign, Jess Masi, pointed out that staff and faculty should wear their school identification so students can quickly identify someone to speak with about their concerns.

Brittany Heaward opened a discussion about student conflicts and the need for support for those staff members working the late shift. These incidents do not warrant a 911 call, however knowing who on staff is available to assist in de-escalating the situation would be very helpful.

* 1. **Annual Policy Audits:**

Amber Tatnall explained that an annual audit is conducted by the group or committee that created the policy to ensure it is up-to-date. For example, the Policy Committee does not own “Policy Making Procedures” - their role is to follow the policy.

Maria Niswonger clarified the Council’s role in the audit: To review the policies that were created via College Council and then present any recommendations and changes to the Policy Committee for updating.

**Y103 Policy Making Procedures:**

Motion to Approve as Written: Tom McGinn

Second: Audrey Gup-Mathews

Unanimous Approval

Brittany Heaward opened a discussion regarding how policies are organized and where they are located, for example, in the Student Handbook or in the Employee Handbook etc.

Motion to make an action item for the next College Council Meeting to discuss where Policies should be located:

Motion: Peg Wheeler

Second: Audrey Gup-Matthews

Unanimous Approval

**Y104 Mission, Vision & Core Values Statement:**

Motion to update the Statement to reflect the changes made by the Strategic Planning Committee and endorsed by the council and presented to the President for approval.

Motion: Brittany Heaward

Second: Peg Wheeler

Unanimous Approval

**Y111 Governance Structure:**

Discussions:

Changes/update are needed in staff titles.

Should this policy be linked to the organizational chart?

Motion to continue this discussion to at the next College Council Meeting.

Motion: Brittany Heaward

Second: Joan Ludwig

1. **Meeting Adjourned at 2:00 pm.**

Respectfully Submitted:

Allyson Mansfield