

College Council Minutes

TUESDAY, March 5, 2019

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

**Present:** Matthew Dubois, Claudette Dupee, Maria Niswonger, Jenna Cole, Brittany Heaward, Peg Wheeler, Barbara Finkelstein, Allyson Mansfield, Heather Lewis, Joan Ludwig, Audrey Gup-Mathews, Tom McGinn, Paula Gagnon, Maureen Michaud, Jane Kimball Foley

**Absent:** Jason Arey

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

Maria introduced the new Student Senate Representative Matthew Dubois.

1. **Approval of Minutes:**

Motion by Maureen Michaud

Seconded by Peg Wheeler

Unanimous approval

1. **Approval of Agenda:**

Motion by Tom McGinn

Seconded by Claudette Dupee

Unanimous Approval

1. **Reports of officers.**

**4.1 President’s Report:**

* 1. The ATD Advising Team will be on Campus March 7th and March 8th.
  2. **MCCS President David Daigler will be on Campus March 6th to deliver a talk for all employees in the Hannaford Lecture Maine**
  3. Paula Gagnon and Audrey Gup-Mathews are working on a Bring College to Me Grant for a Hospitality Management Certificate. In conjunction with the Nonantum the College is working on a pilot program to run off season around the business cycle of the resort.
  4. The College is working on a proposal to obtain funding for a Fulltime Navigator Position.
  5. On March 15th the College will submit our activities for the MCCS Strategic Plan.
  6. The President met today with SRTC to begin exploration of noncredit work force training, starting with Welding and Electrical.
  7. On March 7th Fred Quistgard will host a luncheon meeting for the Adult Ed Directors in the CBR.
  8. On March 8th Eggs & Issues will present Ron Ford, Regional Cybersecurity Advisor for New England who speak on DHS Cybersecurity Resources.
  9. The 10th Annual Toast of the Coast will be held on April 4th at 5:30 pm in the Pratt & Whitney Building.
  10. Business Day at the State House will be held at the State House on March 14th. MCCS President Daigler will address the Legislature.
  11. The MCCS Presidents Meeting and the BOT Meeting will be held at CMCC on March 19th and March 20th.
  12. The YCCC Foundation Donor Breakfast will be March 21st in the Pratt & Whitney Building.
  13. The Annual PTK Induction will be held on March 28th in the Mid Café.
  14. Advisapalooza will be held in the Mid Café on March 25th and March 26th.
  15. The College is hosting a Legislative & Business Breakfast: Workforce Conversations on March 29th in the Pratt & Whitney Building.

1. **Reports of Standing Committees.**

**5.1 Strategic Planning Committee:**

No report at this time. The Committee is still looking to add a staff member.

**5.2 Policy Committee:**

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

**5.3 Curriculum Committee:**

The Committee is meeting and Jen Mallett sends out updates.

**5.4 Assessment Committee:**

No report at this time.

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

The Committee set up a Lobby Information Table and held a Fit Bit giveaway. The hot and healthy oatmeal snacks were very popular.

Discussion on disbanding the Health & Safety Committee will be held further along in the meeting under Section 8.4.

* 1. **Online Learning Committee:**

The Committee is adopting a course design rubric.

System will be reviewing LMS option on 4/23-4/26.  The Committee will invite people to one room to participate. The contract will be awarded May 10th.

The Online Learning Consortium’s National Conference is being held the 1st week in April – Amber Tatnall and Doreen Rogan are attending,

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

Peg Wheeler met last week with President Finkelstein to discuss moving forward with the list that was submitted in May 2018. The following topics were discussed:

1. Jenzabar access process
2. Advising Center
3. Starfish Early Alert software

President Finkelstein announced that after NECHE the College will explore the possibility of pursing a Title 3 Grant.

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

The ATD Coaches will be visiting campus on March 7th and March 8th. There will be an open meeting with all the community encouraged to attend. The representatives to the National Meeting February reported that the conversations centered on housing, transportation and food.

* 1. **NECHE Update:**

Standards 4 and 6 are going to Barbara and Paula for review. Standards 7 and 8 along with the E Series Form are being worked on. Things are moving well and the Draft will be out in May.

President Finkelstein has received in the mail the list of other team members and there appears to be no conflict. She will confirm in one week.

1. **Public Comment.**

Claudette Dupee congratulated Penny and Deidre on the Jeff Hatch Presentation that was held this morning in the Hannaford Lecture Hall.

1. **Unfinished Business:**
   1. **Follow up on Ad hoc Advising Committee recommendations: Maria Niswonger (I)**

The Committee expressed concerns about their role because they are an Ad-hoc Committee. Maria said that this will be addressed later in the meeting.

Open discussion on Mentors VS Advisors and the lack of resources for evening and weekend students. Further discussion on the difficulty of Department Chairs meeting with all of their students.

Immediate goals:

Updating of the Advising Manual. Options included bring someone from the outside in to update the manual or finding someone in-house to complete the process.

Sending two employees to the NACADA Conference or a similar event for training.

Discussion on the need to get Advisors assigned quickly. Even if students are linked directly to their advisors the perennial issue is advising over the summer session. Secondary conversation about course edits and keeping advisors informed of changes that affect the path to graduation.

* 1. **Deleting the mention of “steering committees” from College Council Constitution: Maria Niswonger (D)**

The following changes were discussed in the meeting:

**Under Purpose:** Strike the word Steering and “add ad hoc”

**Under Scope of Work**:

1. Change to read as the following: Support and coordinate the development of the Strategic Plan via the Strategic Planning Committee, which is led by the Associate Dean of Institutional Research and Planning, to align with the mission, vision, and core values of the College.
2. No change
3. Strike the word Steering and add “ad hoc”
4. Strike the word Steering and add “ad hoc”
5. Strike the word Steering and add “ad hoc”

**Under Article III Section 6 Order of Business:**

Strike the word Steering and add “ad hoc”

**Under Article V Standing Rules**

**Section 1 Agendas:**

Change seven calendar days to four calendar days.

**Section 2 Minutes and the Duties of the Recorder:**

Delete “web page or public folder” and add “Governance page on the portal”. Delete “The recorder will also maintain the Council’s binder of print documents.”

**Section 4 Communication:**

Delete “an email address, a Public Folder, and if desired, a web page” and insert “a Governance page on the portal, which will be made viewable to the public.” Delete “The recorder will also keep an up-to-date binder of Council documents in the Office of the President.”

**Under Standing Committees:**

**Section 2 Minutes and Duties of the Recorder:**

Delete “committee web page” and insert “committee’s section on the Governance page of the portal.” Delete “The recorder will also maintain the committee’s binder of print and electronic documents.”

**Section 4 Communication:**

Delete “an email address, a Public Folder, and if desired a web page” and insert “a section on the Governance page of the portal.” Delete “the recorder will also keep an up-to-date binder of standing committee documents in the office of the Committee Chair.”

The above changes will be sent out to College Council Members for review two weeks prior to the next meeting where they will be presented for vote.

**8.3 Posting of documents (agendas, bylaws, etc.) on the portal by College Council and Standing Committees: Marie Niswonger (D)**

Committees should try to archive old items on the portal pages and keep all Committee Pages updated.

It is recommended that committees update their by-laws to say “recorder and or other designee” since not all committees have a recorder.

**8.4 Review of Standing Committee and their membership: Maria Niswonger (D)**

1. Discussion was opened up on disbanding the Health and Safety Committee. The Department of Labor does not require a Health & Safety Committee nor are there any Accreditation requirements.

Mark requested a vote to disband the Health and Safety Committee:

Motion by Jenna Cole

Seconded by Jane Kimball Foley

Unanimous Approval

1. Peg Wheeler opened a discussion on whether to change the Ad-hoc Advising Committee to a Standing Committee. Ad-hoc Committees are initiatives that come to a close, whereas advising is an ongoing process.

Motion to enact a standing Advising Committee:

Motion by Tom McGinn

Seconded by Jenna Cole

Unanimous Approval

Peg Wheeler will remain chair of the Advising Committee and will begin working on creating the by-laws.

1. The Committee discussed how to determine if the Committee Pages on the Portal are current and up-to-date. There is a miscommunication because no one tells other people that the pages have been updated. One suggestion was to have an update flag pop up after login.

Attendees were asked to review the handout.

**8.5 Enrollment Concerns; follow-up from February Council meeting: Maria Niswonger (D)**

Attendees and Council Members were asked to email ideas to Maria.

**8.6 Governance Concerns; follow-up from February Council meeting; Maria Niswonger (D)**

Attendees and Council Members were asked to email ideas to Maria.

1. **New Business:** None
2. **Motion to Adjourn:** Motion by Claudette Dupee, Seconded by Peg Wheeler

Unanimous Approval. Meeting Adjourned at 1:30 pm.

Respectfully Submitted: Allyson Mansfield