

College Council Minutes

Tuesday February 6, 2018

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

Paul Archer announced that John Hall has stepped down from College Council and that Brittany Heaward has signed on for a two-year term.

**Present:** Paul Archer, Sam Ellis, Audrey Gup-Mathews, Jason Arey, Claudette Dupee, Brittany Heaward, Tom McGinn, Maureen Michaud, Maria Niswonger, Peg Wheeler, Michael Oliver, Jenna Cole, Joan Ludwig, Allyson Mansfield

**Absent:** Barbara Finkelstein

**Call to Order** by Paul Archer at 12:30 pm

1. **Approval of Minutes**

Claudette Dupee asked for clarification on section 9.4, fourth bullet down regarding student surveys. Nick Gill explained the breakdown of the parameters on the 3rd survey.

Motion by Audrey Gup-Matthews

Seconded by Claudette Dupee

Unanimous approval.

1. **Approval of Agenda**

Motion by Peg Wheeler

Seconded by Maria Niswonger

Unanimous Approval

1. **Reports of officers**

**4.1 President’s Report Presented by Paula Gagnon, VP, Academic Dean**

* 1. Eggs & Issues will Present Senator Angus King on March 9th, 2018 in the Hannaford Lecture Hall
  2. Narcan training will be held February 12, 2018 at 10:00 am in the Hannaford Lecture Hall.
  3. York County Community College Foundation’s 9th Annual Toast of the Coast will be held on April 5, 2018 at 6:00 pm in the Pratt & Whitney Building
  4. Admissions and Student Affairs will be hosting an Open House on April 4, 2018 starting at 5:00 pm.
  5. HAAS Milling Event on March 15, 2018 at the Sanford Institutional Site.
  6. YCCC has received a 4 year Workforce Development Grant for workforce training and educational opportunities.
  7. YCCC is in the approval process of proposing an 18-credit Certificate in Small Business Management and a new A.A.S. Degree in Animal Care Management.

1. **Reports of Standing Committees**

**5.1 Strategic Planning Committee**

All wooden plaques around campus, and all other places where parts of the plan appear have been updated. It was suggested that a celebratory email be sent campus wide.

**5.2 Policy Committee**

Via email the Policy Committee requested an annual audit of the following policies:

Y103 Policy Making Procedures

Y104 Mission, Vision & Core Values Statement

Y111 Governance Structure

Y712.2 Display Policy

Y713.7 Visitors/Children on Campus

Y713.8 Pets on Campus

Y806 Tobacco-Free Policy

Further clarification will be requested from the Policy Committee as to who will be conducting the annual audits.

**5.3 Curriculum Committee**

No Report.

**5.4 Assessment Committee**

Diane Fallon presented committee findings on writing comprehension and growth. Discussion followed on the need for writing heavy curriculum.

* 1. **Health & Safety Committee**

No report.

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

**NEASC Self-Study**

Cathy Ferrick presented for the committee.

Nick Gill is working on the Data First Forms for assessing student achievement and success.

Audrey Gup-Matthews announced that the first standard was submitted and that she will be the writer for the self-study

Doreen is continuing to meet with the individual chairs.

1. **Public Comment**

None at this time

1. **Unfinished Business**

**8.1 Voting Results**

The December 5th College Council Meeting did not have a quorum. The following motions were made and seconded for an electronic vote by all council members.

The results of our vote is below with all four motions passing.

1. Modification to Curriculum Committee By-Laws

VOTE:  YES 11

NO   0

Changed approved for Curriculum Committee bylaws.

1. Should we conduct a “Cornerstones of Governance” survey?

VOTE: YES 11

NO  0

Survey to be done Spring 2018

1. Should the Health & Safety Committee be revived?

VOTE: YES 11

NO  0

The Health & Safety Committee will be revived

1. Should Academic Calendar Data be presented to College Council?

VOTE: YES 9

NO   1

ABSTAINED 1

Academic Calendar data will be presented to College Council

**8.2 Student Advising**

Maria Niswonger opened a discussion on student advising. Specifically, what are the next steps to improve student advising?

Discussion Points:

* Non matriculated or dual enrollment are not assigned advisors.
* Non matriculated students would benefit from advising – pathway to a certificate.
* Role of the Academic Advisor vs. Faculty Advisor.
* In general, more advising would be beneficial to all students.
* Supports ATD - in the effort to improve retention and completion.
* The initiative needs to be campus wide.

Maria Niswonger offers to lead a committee to review current advising policies and practices. She requests that a member of Administration be on the committee to add weight to the proceedings. Jason Arey, Dean of Students, agree to sit on the committee.

Motion by Paul Archer

Seconded by Peg Wheeler

Unanimous Approval

1. **New Business**

**9.1 Standard Meeting Times:**

* Maria Niswonger opened a discussion on the revival of Standard Meeting Times. Initiated as a Tuesday and Thursday Activity Period from 12:30 pm to 2:00 pm when full time faculty did not teach classes, the Standard Meeting Time allowed for greater faculty participation on school activities and committees.
* With the growth of the college and the introduction of stacked courses and longer class sessions for culinary, and vet students etc. the revival of the Standard Meeting Time would adversely affect course scheduling etc.
* Small committees can work around scheduling to find a meeting time – keep outlook online calendars up to date.

1. **Announcements**

**10.1 Claudette Dupee:**

York County Community Action Corp hosting free tax preparation in Sanford on 2/10/18.

**10.2 Audrey Gup-Matthews:**

The Cornerstones of Governance Survey will be on Survey Monkey. The 2014 meeting notes are available so they can be compared to the 2018 results.

**10.3 Erin Haye:**

Al and Joan Loude of Alfredo's Italian Pizzeria who have always been strong supporters of the College are in need of community support. Any effort to assist them will be appreciated.

1. **Meeting Adjourned at 1:57 pm**

Respectfully Submitted:

Allyson Mansfield