

College Council Minutes

TUESDAY, October 8, 2019

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

**Present:** President Scott Knapp, Jason Arey, Doreen Rogan, Maria Niswonger, Peg Wheeler, Audrey Gup-Mathews, Jane Kimball Foley, Lauren Mayhew, Mathew Dubois, Susan Slosky

**Absent:** Claudette Dupee, Martha Vrana-Bossart

**Vacant positions on council**:

* 2 staff
* 1 student

**Call to Order** by Jane Kimball-Foley at 12:30 pm

1. **Approval of Minutes May 7, 2019 Meeting:**

Motion to correct the May minutes, section 5.3 Curriculum Committee - Additive Engineering should be Additive Manufacturing.

Motion to approve by Doreen Rogan seconded by Peg Wheeler. Unanimous approval.

1. **Approval of the agenda** – edit #5 Year-End-Reports of Standing Committees – Year End reports were given in May, these will be updates only.

Motion to amend minutes by Peg Wheeler and seconded by Susan Slosky. Unanimous approval.

1. **Reports of Officers:**

4.1 President’s Report (I)

* 1. Presidential Assistant previously took minutes for committee, position is no longer available, volunteer is needed. Council Chair will find a note taker.
  2. Commencement – has been held at Ogunquit Playhouse for the past few years, college has outgrown the space and playhouse season is starting earlier in the spring. Decision had to be made quickly to reserve Friday, May 15th at the Sanford Performing Arts Center, time to be announced. The Performing Arts Center has more seating for guests and a larger stage area to accommodate seating faculty, staff, administration and guests.
  3. Presidential Search – advertisement posted the last week of September

1. 30 applicants received the following week.

2. YCCC is ahead of other colleges advertising for a presidency

* 1. Accreditation visit with NECHE starts Sunday, October 6th through Wednesday, October 9th
     1. Report will assist incoming president.
     2. Wednesday, October 9th NECHE Exit briefing – one-way conversation.
     3. College will receive report in approximately 6 weeks – YCCC will have the opportunity to correct misinformation only.
     4. Full report of findings will be received prior to Commission meeting spring 2020
     5. One month after commission meeting the college will receive a letter that explains what needs to be corrected and when a follow-up visit will be scheduled.
  2. ATD –coaches on campus mid-September and met with group. They were pleased with the progress the team is making.
  3. Budget
     1. Changes were made to balance the budget based on flat enrollment.
     2. Workforce development was given a large goal for the year.
  4. Bright Space

1. Implementation was good.
2. YCCC showed all other system colleges that it is doable.
3. CM staff came down and met with the YCCC implementation team.
4. System is applauding YCCC for their implementation.
5. **Standing Committee Reports:**

5.1 Advising Committee - Peg Wheeler indicated the committee is meeting and working with Caitlin Grant on MCCS expectations.

5.2 Assessment Committee - Doreen Rogan – Assessment Committee Reboot – reviewing best practices, not just academically, administrative and student support. Working as a team, will present report during January Professional Development.

5.3 Curriculum Committee – none given

5.4 Online Learning Committee – Doreen Rogan - has met consistently for over 5 years, same members, finalizing course design list (MCCS has adopted). Working on an online handbook and online scorecard for spring 2020.

5.5 Policy Committee - none given

5.6 Strategic Planning Committee - Nick Gill committee is staffed except for student appointment. First meeting October and will meet each month for academic year.

1. **Reports of Ad Hoc Committees:**

6.1 Achieving the Dream (ATD) – agenda was too broad, doing a lot of things and not focusing. Onboarding, New Student Orientation, First Year Experience, Math pathways.

ATD Coaches will be back on campus spring 2020.

Doreen Rogan and Jason Arey are discussing process mapping, following a student from application to graduation what is their process, not as linear as we thing it would be.

Student Success Task Force has been meeting for six years.

6.2 NECHE Update: thank you to all for their work and support throughout the process.

1. **Public Comments:**

What is happening with the Enrollment Group?

* Dr. Knapp indicated system wide enrollment was down highest matrics recorded had been 1,400, fall 2019 1,000
* NECHE is going to ask what is our plan
* Group has come up with ideas
* Summer 2019 initiative “Just One More” students received a letter encouraging them to take one more course, respond by Jul 15th. If student registers to take another course, tuition was waived. Twenty students took advantage of offer. Dean of Students will track students.

1. **New Business: None**
2. **Unfinished Business: None**
3. **Announcements:**
   1. Visiting Artists Events:

* Barry Dana Wednesday, October 16th grant from the Maine Arts Commission, lecture at 5:00 pm Hannaford Lecture Hall
* Spring 2020 author **Andre Dubus III**
  1. Holistic Student Support Conference Bangor, 10/24 and 10/25

Motion to adjourn by Peg Wheeler seconded by Maria Niswonger. Meeting adjourned 1:25 pm