

College Council Minutes

TUESDAY FEBRUARY 5, 2019

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

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

**Absent:** Michael Oliver, Jane Kimball Foley

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

1. **Approval of Minutes:**

Motion by Peg Wheeler

Seconded by Tom McGinn

Unanimous approval

1. **Approval of Agenda:**

Motion by Peg Wheeler

Seconded by Joan Ludwig

Unanimous Approval

1. **Reports of officers.**

**4.1 President’s Report:**

* 1. Three new hires were announced: Dr. Lauren Mayhew, Computer Science and Information Technology; Michael E. Jones, Precision Machining Technology and Kristen Wiegand, Coordinator for Workforce Development.
  2. **The Master Plan Committee has been working with Harriman Associates to ensure that we are aligned with the strategic plans of MCCS and YCCC.**
  3. The Buildout at our Sanford Site should be completed by August 2019. Three classrooms will be created in the existing space.
  4. Our day to day enrollment count is up .7 % and credits are up 4.6 %. Thank you to everyone for your collective work to make this happen.
  5. Southern Maine Guidance Counselors held their breakfast meeting today here on campus.
  6. The Taste of Wells will be held here on campus on Sunday, February 10th. This year, for the first time, our Culinary Students will be participating.
  7. On Thursday, February 7th, President Cummings from USM is coming for a campus tour.
  8. Great Bay Community College President Palema Morrice will be visiting our campus on Tuesday, February 12th for discussions on PNSY.
  9. MCCS President’s Council will be held on Wednesday, February 13th.
  10. ATD Coaches will be on campus March 7th and March 8th.
  11. MCCS President Daigler will be visiting our Campus on March 6th.
  12. The Sanford Legacy Board will be meeting on February 6th. It is hoped that in the future YCCC will be able to the new high school for non-credit and continuing education courses.
  13. Our Summer and Fall course offerings will be ready for online viewing on March 4th and will available for online registration on March 11th.
  14. Toast of the Coast will be held on April 4th in the Pratt & Whitney Building and will be catered by Sodexo.
  15. The College has been fortunate to have many new opportunities for room rentals from outside businesses and organizations.
  16. The driveway potholes are currently being repaired by the Facilities Department.
  17. The ATD Conference will be held this spring in Long Beach California.

1. **Reports of Standing Committees.**

**5.1 Strategic Planning Committee:**

The Strategic Plan has been completed and the Committee is looking into activities to promote the core values.

The last meeting was cancelled because the Committee is looking for additional members and a note taker.

**5.2 Policy Committee:**

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

**5.3 Curriculum Committee:**

No report at this time

**5.4 Assessment Committee:**

The Committee has three members and is looking at learning outcomes and rubrics for new student orientation.

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

No report at this time.

* 1. **Online Learning Committee:**

Doreen Rogan reported that work on the Online Education Handbook is continuing.

1. Mission Statement
2. Verifying Student Identity
3. Online Course Design Best Practices Checklist.

On September 5th our license with LMS Blackboard will be expiring. Initially Eric Bourque was looking at different options for YCCC, currently it has become a system wide initiative in the hopes that there will be one platform in use at all the Colleges. The new LMS will be hosted off-site so thereby providing 24-hour support for students.

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

Peg Wheeler announced that she was meeting with President Finkelstein on Friday to pick a path forward.

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

The College will be sending the following representatives to the National Meeting in February: Jason Arey, Claudette Dupee, Danielle Ebbrecht and Lisa Murphy.

The Committee met yesterday to discuss math Pathways and New Student Orientation.

ATD would like to see the Student Success Posters become an annual event.

The ATD Coaches will be visiting campus on March 7th and March 8th.

* 1. **NEASC Update:**

All Standards are in draft form and in March the goal is to have all Standard Chairs review a different Standard.

Nick Gill, Doreen Rogan and Kathy Ferrick are in training for the NECHE visit.

1. **Public Comment.**

Stacy Chilicki announce that on March 21st MCCS and Ethos Marketing will be on campus with a film crew and cameras to take images for future advertising and marketing campaigns.

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

Peg Wheeler reiterated that she would be meeting with President Finkelstein on Friday.

Road blocks to moving forward with the recommendations are as follows:

Cost prohibitive

Technical Support is unavailable

Interim steps taken to forward in a different way:

Student Affairs is making notes in EX and sending them to Advisors

Tom McGinn asked about getting permissions in EX instead of asking Student Affairs to make the entries for him.

Complete College America Agenda also supplies course mapping and advising.

Starfish Product – software mapping of courses from A to B with notations and permanent records.

* 1. **“Cornerstones of Governance” survey summary: Maria Niswonger (D)**

Audrey Gup Mathews thanked Maria for all the hard work that she put into completing the summary.

Peg Wheeler stated that we should be using this information as we move forward on new initiatives.

Nick Gill offered that the Council’s responsibility is to generate a work plan and it is up to the President to decide how to implement it.

In response the Council decided that it should come up with 3 items for a work plan for the next meeting.

Maria presented the Summary to the Committee for Approval.

The Committee Unanimously approved the Summary.

Motion to formally give the Summary to President Finkelstein for distribution to the Community:

Motion by Peg Wheeler

Seconded by Tom McGinn

Unanimous approval

**8.3 Open forum on Enrollment: dates, format, questions: Maria Niswonger (D)**

Open floor discussion on the merits of holding a forum on enrollment.

Student Input:

Solicit student input first

Create focus groups with students

Ask open ended questions – How can we make your experience better?

After further discussion it was decided that the Student Input aspect should be approached in the Fall Semester.

Departmental/Divisions Roles during the Enrollment Push:

Request Department Heads to share what steps they took to increase enrollment.

Focus on communication two issues:

1. Task Force to follow-up on individual steps taken by departments.
2. Determine what is needed for earlier registration.

Motion to Cancel Forum:

Motion by Peg Wheeler

Seconded by Audrey Gup-Mathews

Unanimous Approval

**8.4 Deleting mention of “steering committees” from Council bylaws: Maria Niswonger (D)**

Due to a lack of time this item was not discussed.

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

Due to a lack of time this item was not discussed.

1. **New Business:**
   1. **Update on ECE and Advanced Certificate in Information Security: Doreen Rogan (I)**

Both of these items were put under enrollment suspension at the January Meeting of the Board of Trustees and will go through YCCC’s Curriculum Committee next week.

The Committee is looking at creating a Certificate for ECE and Cybersecurity.

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

Respectfully Submitted: Allyson Mansfield