

College Council Minutes

TUESDAY April 3, 2018

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

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

**Absent:** Jason Arey, Peg Wheeler

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

1. **Approval of Minutes**

Motion by Brittany Heaward

Seconded by Claudette Dupee

Unanimous approval.

1. **Approval of Agenda**

Motion to move Item 8 Unfinished Business so that it will be preceded by Item 9 New Business. Item 7 Public Comment will be held at the end of the meeting.

Motion to Approve by Audrey Gup-Mathews

Seconded by Jenna Cole

Unanimous Approval

1. **Reports of officers**

**4.1 President’s Report**

* 1. On Wednesday, March 28, 2018 President Finkelstein and the Deans hosted a luncheon for YCCC’s All Maine Academic Scholars.
	2. At the end of the month, April 25, 2018, YCCC’s Student of the Year Sharon Platt will be honored in Augusta, Maine.
	3. Advising Polooza began yesterday and is continuing today. Thank you to Tracey Cornell, for all her hard work in creating such a successful event.
	4. The College will be hosting an Open House tomorrow April 4, 2018.
	5. On April 12, 2018 Amy Homans, General Counsel for MCCS, will be giving a presentation on FERPA. The presentation will be held in the Mid Cafe at 12:30pm with a light luncheon. RSVP to the President.
	6. On April 19, 2018, the College will hold a Lockdown Drill in-coordination with the Wells, ME Police.
	7. A one-page guide for emergency procedures is in the final stage of review. Upon completion the document will be placed in all classrooms, office and public places in the College.
	8. On April 13, 2018 Eggs & Issues will present Jeffrey Fuhrer of the Boston Federal Reserve Bank.
	9. Thursday, April 5, 2018 YCCC Foundation will hold The Toast of the Coast on campus in the Pratt and Whitney Building.
1. **Reports of Standing Committees**

**5.1 Strategic Planning Committee**

No Report.

**5.2 Policy Committee**

Amber Tatnall reported that the Policy Audit is still ongoing and should be wrapped up by the end of the Academic Year.

**5.3 Curriculum Committee**

No Report.

**5.4 Assessment Committee**

No Report.

* 1. **Health & Safety Committee**

No report.

1. **Reports of ad hoc committees:**
	1. **Cornerstones of Governance Survey Update**:

Audrey Gup-Mathews thanked her Standard Three Committee Members Erin Haye and John Hall for their help. Audrey presented a comparison of results from the Cornerstones of Governance Survey for the years 2004, 2009, 2017, and 2018. In addition, she shared a breakdown of 2018 survey responses under the following guidelines: Adjunct Faculty, Faculty, and Staff.

* The College’s Vision Statement was just recently updated which could have some bearing on the results.
* Trust ratings are down and there is work to be done. More analysis of the data is necessary.
* Discussion on whether an Ad hoc committee should be created to review the results of the survey for the preparation of a document showing a breakdown of the all the stats. In addition, the committee would be able to isolate two or three goals for the projection piece of the project.

Motion to create an ad hoc committee to determine the next direction for the review and disbursement of the survey results.

Motion Approved by Claudette Dupee

Seconded by Brittany Heaward

Unanimous Approval

1. **New Business:**

**7.1 Creation of a New Standing Committee – Online Learning**

Doreen Rogan spoke on behalf of the Ad hoc Online Learning Committee. The proposal was made to create a Standing Online Learning Committee. By-laws for the Online Learning Committee will be presented to College Council for review at the next meeting. At that time the decision to form a Standing Online Learning Committee will be discussed.

**7.2 Development of a comprehensive Policy Manual**

This item was tabled for the next meeting.

1. **Unfinished Business**

**Annual Policy Audit**

**8.1 Y111 Governance Structure**

Sam Ellis and Ellen Harford are working on the organizational chart.

Motion to table this item until the organizational chart is updated.

Motion to Approve by Sam Ellis

Seconded by Maureen Michaud

Unanimous Approval

**8.2 Y712.2 Display Policy**

Motion to make the following changes:

1. Dean of Students or his/her designee will be the Display Case Key Holder
2. Bullet # 4 of the policy which states “Classroom bulletin boards may also be used for the posting of registration and enrollment information. The Director of Enrollment will be responsible…..”, will be removed from the policy.
3. The title of the Bulletin Board Key document will be changed to Bulletin Board Guidelines.
4. The policy will be sent to the Deans for updating.

Motion to Approve by Tom McGinn

Seconded by Joan Ludwig

Unanimous Approval

**8.3 Y713.7 Visitors/Children on Campus**

There was a discussion to divide the policy into two policies. One policy for children on campus and a separate policy for visitors on campus.

Amber Tatnall representing the Policy Committee offered to prepare a draft of two separate policies.

Motion to have the Policy Committee prepare a draft of the new policies.

Motion to Approve by Jenna Cole

Seconded by Tom McGinn

Unanimous Approval

**8.4 Y713.8 Pets on Campus**

Paul Archer opened the discussion by commenting on the wonderful job Peg Wheeler did on this policy and there did not seem to be any red flags or need for updates.

Motion to approve policy.

Motion to Approve by Michael Oliver

Seconded by Maria Niswonger

Unanimous Approval

**8.5 Y806 Tobacco-Free Policy**

Upon review it was determined that the policy does not require any update or changes.

Motion to approve policy.

Motion to Approve by Maria Niswonger

Seconded by Michael Oliver

Unanimous Approval

1. **Announcements**

Claudette Dupee announced that River Tree Arts would be hosting an Art Show highlighting the artwork of YCCC students from April 20, 2018 through April 27, 2018. On, Friday, April 20 2018, there will be an Opening Reception from 5pm-7pm which will include a special celebration of the life and art of professor Omer Gagnon

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

Respectfully Submitted:

Allyson Mansfield