College Council Minutes

TUESDAY decembeR 4, 2018

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

**Present:** Maria Niswonger, Michael Oliver, Jenna Cole, Brittany Heaward, Peg Wheeler, Jane Kimball Foley, Heather Lewis, Joan Ludwig, Audrey Gup-Mathews, Jason Arey, Tom McGinn,

**Absent:** Barbara Finkelstein, Sam Ellis, Paula Gagnon, Maureen Michaud, Meghan Connelly

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

1. **Approval of Minutes**

Motion by Tom McGinn. Seconded by Audrey Gup-Mathews. Unanimous approval.

1. **Approval of Agenda**

Motion by Tom McGinn. Seconded by Michael Oliver. Unanimous Approval.

1. **Reports of officers**

**4.1 President’s Report:** Given by Jason Arey.

a. President Finkelstein’s schedule for week of December 10th

Monday- Meeting new Governor-elect Janet Mills.

Tuesday- MCCS Presidents meeting

Wednesday through Friday- NECHE meeting in Boston

b. Holiday Breakfast 12/18/19 for staff and faculty. RSVP to Allyson Mansfield

c. Enrollment is down for spring semester. Challenge is keeping fall semester students rather than enrolling more new students

1. **Reports of Standing Committees**

**5.1 Strategic Planning Committee:**

Nicholas Gill, Chair, said that the committee met twice, and hosted a round table discussion with President Finkelstein on departmental planning. Planning a campus-wide event.

**5.2 Policy Committee:**

No report. On hiatus until new HR person is hired.

**5.3 Curriculum Committee:**

Doreen Rogan reported that Thursday 12/6/18 will be deadline to submit items for Curriculum Committee.

**5.4 Assessment Committee:**

No report

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

1. Michael Oliver reported committee did a walk-through of Sanford Facility looking for possible areas to correct.
2. Blue emergency lights have been removed from parking lot because individuals can use personal cell phones to call for help.
   1. **Online Learning Committee:**

Doreen Rogan reported that IT will install a new Blackboard patch on 12-24-2018. Three new LMS (Learning Management System) products will be reviewed on 1/17/19. Presentations will be open to YCCC community. Other colleges have been moving from Canvas to Blackboard.

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

Peg Wheeler reported. Committee has met once during the fall semester. Question: Have committee fulfilled its mission? Discussed what to do this year. What’s our purpose? Asked President Finkelstein to attend next meeting over concerns about enrollment.

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

No report

* 1. **NECHE (NEASC) Update:**

Doreen Rogan reported self-study continues. Six out of nine standards will be ready for public review by January. Student Senate will review student standard.

* 1. **Cornerstones of Government Survey summary:**

No report

1. **Public Comment**

Tom McGinn brought up concerns about enrollment issues down by 20% spring to spring semester (as of 12/4/18). Lengthy conversation ensued.

Summary:

*Tom McGinn*- Suggested strategy meeting to address shrinking enrollment. Dual Enrollment accounts for 30% of spring enrollment. Career/trade programs enrollment holding steady. Could ATD money be better spent in marketing or other ways to bring in students? We need to focus on data to help solve problem. We need to reach out to broader community not just target returning students.

*Cait McGurty*- Encourage targeting returning students. Student Affairs is already emailing, mailing and calling potential returning students. Embark requires New Student orientation for new students.

*Peg Wheeler*-We need to get to root of the problem. ATD coaches say they can’t tell us what other colleges are doing to solve declining enrollment. Willing to promote Vet Tech and Animal Care and Management degrees in High Schools like Culinary does. We need to change the local high schools’ perception of YCCC. YCCC lacks adequate staff. Domestic abuse another factor affecting students.

*Nick Gill*- Last 5 years’ enrollment has been steadily & steeply declining. System-wide trend but YCCC is steepest. Offered to provide data for enrollment/advising meeting

*Dianne Fallon*- Wants data broken down by program so YCCC can be strategic in targeting who to pursue. Need college wide conversation about enrollment & policies. Terms vs semester spreading same number of students over wider choices.

*Amber Tatnall*- Could create professor check list for advising and recruiting.

*Stacy Chilicki*- Marketing money is limited. Number of applications is flat. Gap time growing from applicant to enrollment. Advisorpolozza should be ramped up. Anonymous donor has given money to clear small business office holds that are preventing students from registering. Corporate specialized training & hiring events hurt degree program enrollments because these jobs don’t need degrees. No online registration & payment hurts non-maticulated student enrollment numbers.

*Jane Kimball Foley*- Suggests immunization clinic to address the high number of immunization holds preventing students from enrolling

*Cindy O’Toole*- Whatever happened to OnCourse? What have we learned from ATD? What are other colleges doing to solve this problem? Students and parents worry about cost of college. We need to market affordability.

*Maria Niswonger*- Recommends holding an Advisapalooza the week of December 10th. Reluctant to create new committees reporting to College Council. Suggests that the College Council forum this year be on advising.

*Jason Arey*- Will look at feasibility of organizing an Advisapalooza on short notice. Understands urgency of enrollment situation. Will talk with Jess Masi about feasibility of Advisapalooza within next 2 weeks. Will talk to Sam & Paul about sharing the hold forgiveness list with Student Affairs.

*Doreen Rogan*- Recommends including online students in Advisapalooza. Student Affairs can change their own policies. YCCC College Council can’t change MCCS policies.

*Jenna Cole*- Students in the Vet Tech program are persisting. Suggests prizes for incentive to complete FAFSA and enroll. Student Senate will to do outreach and a meet your advisor event.

*Michael Oliver*- Wells Holiday Parade could be an opportunity to advertise college courses. Need people to march in it.

*Paul Gurney*- All Business Office holds of less than $200 are being forgiven.

*Brittany Heaward*- Have students been notified of business office holds being forgiven? Anticipate situation getting worse. YCCC needs to look at outdated policies. Encourage Dual Enrollment students to come to campus more. College needs new scheduling software. There have been no advising contracts because we don’t have an HR person.

*Heather Lewis*- Offered to do outreach to Noble HS. Propose we create a committee to study the enrollment problem. Staff an advising table during last 2 weeks of semester. Create a cheat sheet for faculty about resources on campus.

Audrey Gup-Mathews- Opioid problem is another concern for our students. Non matriculated students coming from other colleges are an untapped resource.

1. **Unfinished Business**

8.1 No noticeable progress on the Advising Recommendations that College Council forwarded to President Finkelstein in May of 2018.

8.2 Heather made a motion that Enrollment be selected as topic for college community forum

Seconded by Tom McGinn. Unanimous approval.

1. **New Business**

Doreen Rogan reports 3 new programs starting in the Fall 2019 semester:

* Certificate in Hospitality/Tourism Operations
* Certificate in Community Mental Health
* Certificate (and eventually a degree) Additive Manufacturing

1. **Announcements**

none

1. **Meeting Adjourned at 2:00 pm.** Respectfully submitted by Jane Kimball Foley.