

College Council Meeting Minutes
August 25, 2008 - 3:00 p.m.
Library Meeting Room

B. Bilger (BB), G. Brown (GB), K. Coghill (KC), D. Gast (DG), L. Hall (LHa), L. Hinton (LHi), C. Hopkins (CH), C. Itnyre (CI), R. McGinness (RM), T. Montgomery (TM), C. Munsey (CM), J. Olson (JO), C. Simpson (CS), R. Wagner (RW)

I. Approval of Minutes – Regular Meeting – May , 2008

II. Old Business

Dr. Wagner started the meeting by mentioning that this will be a non-traditional College Council Meeting as there is no agenda. Ms. Laura Hall reviewed the new college website for input and feedback.

CH - Website, unclear – who is it for?

Drop down menus are not in alphabetical order.

Suggestion was made to PDF items rather than making them a separate page.

GB – There appears to be a great deal of skipping around with the mouse.

DG – Prospective Students item.

CH – Course Catalog at the bottom of the main page. Perhaps change the announcements to the center.

CI – something to catch military and dependent's eye. Possibly under prospective students. Perhaps we should change the picture. Suggested a picture that is military.

CH – Suggested a table of contents for schedule of classes with separate links.

CS – Grades?

Foundation is not yet uploaded.

CI – Library – linked on several pages.

GB – DSPS and EOPS acronyms.

User friendly terms that are familiar to students.

CM – Student Success Center and Title 5 – where is it? Suggested to add to the students area.

DG – GED?

CM suggested Adult Basic Education.

Base Programs and Health Sciences should be moved out of Student Services. May need to have this information located in two separate locations.

CH – Catalog link next to schedule.

Library link will be added to the Community page.

Brown bar grouping – replace Nursing with Programs – review order.

RMc – Map & Directions information at the bottom of each page.

BB – Map & Directions to outreach locations including Base.

Faculty and staff email access will be moved.

CH – Benefits – OCTFCU – Now School's First. NBS, Inc. Info.

Suggested re-wording with links.

Ms. Hall stressed minutes and agendas are only going to be up for twelve months at one time and mentioned it is not a good habit to keep historical information on the website.

Ms. Gast asked about a secure log-in for Intranet access.

Contact information – suggestion to provide lists.

Dr. Wagner requested that as people see things, they speak with Laura about items of concern. He also indicated that this is a work in progress.

Ms. Hall requested Calendar of Events information be forwarded to her. Anything involving student participation will be helpful. Student and community items will also be included.

Dr. Wagner distributed BP and AP 3310 Records Retention and Document Destruction for information and suggestions.

Dr. Wagner announced that our enrollment is at an all-time high. The projected unduplicated headcount could be approximately 2200.

He noted that the counseling staff has been very active. He also mentioned that higher enrollment is something that happens during an economic down-turn.

Z107.7 broadcast sounded really great the first day of classes. Dr. Wagner requested that if anyone has additional ideas for events, please mention them to Laura.

Dr. Wagner asked that the role of College Council be discussed at this time. Ms. Hopkins pointed out that Institutional Planning is the role of Management. It was mentioned that this group should be a clearinghouse of information as opposed to a decision making body.

Dr. Wagner indicated he wants to have as much information sharing as possible that will enable us to move in a forward manner. Decisions are made by administrators and managers that will then go back through the College Council to constituent groups. Ms. Hopkins suggested email can be used if there are urgent matters that need to be addressed.

Dr. Olson added that he likes the dialogue approach. Ms. Munsey agreed regarding the clearinghouse approach but asked about items going both ways. If there are issues, dialogue was stressed as being extremely important and it was agreed that it should certainly extend in both directions.

Dr. Wagner mentioned that the Cabinet will be having a retreat tomorrow that will last a good deal of the day. He plans to include this information as part of that discussion. Finding the balance of shared governance and appropriate decision making abilities will be useful. Ms. Munsey mentioned concerns discussed in a shared governance process that assist in the formation of decisions.

Ms. Simpson likes the idea of bringing concerns to the Council for information.

Ms. Gast asked about the non-smoking topic. Ms. Munsey clarified that this topic was discussed in the recent senate meeting in light of

concerns regarding some of our smoking areas. A suggestion had been made to move that area. There was an article that talked about a tobacco free campus. After some discussion, a straw poll was done at the Senate Meeting with 2/3 in favor of a tobacco free environment and 1/3 was not. Concerns were expressed regarding the site of the areas. Enforcement was another matter of concern. Ms. Munsey asked the status on the board policy regarding communication. Ms. Hall reported this item is ongoing and she will be discussing it with Dr. Wagner. Concern from Senate was a better definition to be included in the statement. Ms. Munsey also mentioned the timeline between job postings and interviews. Several months elapsing after a position closes is an issue. Dr. Wagner suggested speaking with the board regarding a process to start advertising positions sooner.

Mr. Brown will be sending out a newsletter regarding Coyote Tracks for campus information.

Ms. Hopkins asked about a process for program review after the initial information has been submitted.

Ms. Montgomery reported that as of last Thursday all positions in Student Government are filled. The Fall Festival is planned for September 17. The new ASCMC boards are half cork and half dry erase. These are really exciting times for ASCMC.

Dr. Wagner asked for everyone's patience during this transitional timeframe.

College Council Meeting Minutes
September 8, 2008 - 3:00 p.m.
Library Meeting Room

B. Bilger, G. Brown, K. Coghill, D. Gast, L. Hinton, C. Hopkins,
R. McGinness, T. Montgomery, C. Munsey, J. Olson, C. Simpson,
R. Wagner

Dr. Wagner started the meeting indicating that he wants to continue a good flow of communication in these meetings and that is the reason that there has been no agenda. He also wants to use this group as a sounding board for a variety of topics and mentioned that on Mondays he has started to send out a campus update. He met with the Academic Senate regarding the budget and plans to speak with the Classified Senate at their next meeting.

Dr. Wagner distributed a draft of a campus update that he plans to send out for individuals in this group to review and comment upon. Some discussion was held regarding suggestions for the document. Dr. Wagner encouraged the group to review the budget information that he had provided very carefully to ensure it is clear. His intent is to send out as much good information as possible to help with an appropriate communication flow. He is concerned about rumor control. Rumors that were mentioned as concerns were that the district is going belly up or there will be a System Office takeover. Considerable discussion was held regarding the document produced and several recommendations for changes.

C. Simpson – The Classified Senate is meeting on September 16 at 12:00 noon if Dr. Wagner would like to attend.

D. Gast – In reference to the rumor about shifting of job responsibilities, she commented that if there were a shift, the union would be involved. Concern was expressed regarding vacation hours and the manner in which we need to resolve this issue. Dr. Wagner mentioned that vacation is a topic that will be covered during management training. Management training will include contract knowledge. Ms. Hopkins mentioned that formerly

information was sent out to managers regarding the amount of time that employees in the various departments had on the books to assist in keeping track of this information.

G. Brown – Continuing to meet with Datatel. Coyote Tracks newsletter went out last week. This newsletter will be forthcoming on a monthly basis. Data migration and a portal meeting were conducted. Meetings scheduled for September 25 and 26 will include additional informational sessions. 5806 is the number of duplicated students to date. Drops were less than they have ever been. The High School Counselor Conference will be October 2 in the morning. The Graduation Committee met and planning has started for next year. We are presently waiting for a construction timeline to determine logistics as we continue to receive additional information.

C. Munsey – Academic Senate staffed all of their committees. As soon as formal information is available, it will be shared. One new committee voted for was Ed Tech. This will be a subset of the Curriculum Committee. It was based on a desire to have smart classrooms and that the faculty will have input regarding future purchases of classroom equipment. Ms. Munsey asked about BP 3310 and the process for new policy approval. Dr. Wagner requested that information come to this group and when it is received here, individuals send it to their constituent groups for additional review and feedback. It was requested that materials be provided with markup information in order that changes can be easily identified. Concerns regarding the policies should be sent back to the author of the policy.

T. Montgomery – ASCMC had a regular meeting last week. A committee was set up for a textbook exchange proposal. The Voice editor has been chosen and is Ms. Linda Deneher. A committee has been established to select a mascot. September 17 is the date that has been established for the Fall Festival.

J. Olson – Movement forward of part-time positions to work toward retirement of deficiencies is something he wants to address.

Marketing, classroom technology, and campus cleanliness are budget priorities if new resources become available. Enrollment seems to be up just about everywhere; however, with caps, we don't know where we may be in terms of additional resources. We believe that CMC still has an enrollment cap of 100. Proposals for LED lighting are under consideration. RFE is coming close and multi use construction will be starting shortly. September 17 a pre-construction meeting has been scheduled. Tortoise fencing will be a slightly different configuration.

C. Hopkins – The Faculty Association held a discussion regarding a faculty scholarship. Textbooks are also under consideration as an option for some type of funding. A textbook incentive is being looked at with a rebate arrangement. Dr. Olson and Mr. Heinemann will be meeting with the bookstore regarding the cost of textbooks in an attempt to consider possible options for assisting students. Ms. Hopkins mentioned concern regarding program review. Once a review is completed, where does it go, and what is the process that will be followed. A flowchart was suggested as a method of understanding the process. Concern was expressed about possibly missing something within the program review. Concerns regarding a copy request drop box and mail slot were expressed. Dr. McGinness recommended using the box outside the copy center office for this purpose. Discussion was also held regarding the most effective method of communication. Dr. Wagner recommended that during negotiations a suggestion be made and we consider requiring individuals to check their email.

R. McGinness – reported that there will be a Tech Comm meeting tomorrow. The Student Media Use Policy will be reviewed at that meeting. The Technology Master Plan will also be discussed. It was mentioned that the Computer Use Policy needs to be revised and come back to this group for additional discussion to be forwarded for constituent group review.

Dr. Wagner stressed accreditation and requested that if there are rumors circulating the campus that anyone is aware of, please report back to him so he can confirm or deny.

The College Council Meeting concluded at 4:24 p.m.

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CCMM - 9-8-08

College Council Meeting Minutes
October 13, 2008 - 3:00 p.m.
Library Meeting Room

Individuals Present: K. Coghill, G. Gilbert, L. Hinton, C. Hopkins, C. Itnyre, R. McGinness, J. Olson, T. Sheehan, S. Slayton, R. Wagner.

Dr. Wagner mentioned that Mr. Brown is out ill today. He told the group that Ms. Moody had submitted two grants that will offset costs of nursing faculty. Cabinet reviewed them and deemed this appropriate. Ms. Hopkins reminded the group that if there is stipend of any sort, they do need to be brought to the Association.

Dr. Wagner reported that the cabinet will be meeting with Ms. Itnyre tomorrow regarding accreditation issues and concerns. The PASS Conference took place this past weekend. It was a good conference; however, there was not as much college participation as had been expected. The weekly update will be going out this afternoon. He would like to have a presence in the Pioneer's Day Parade and asked that someone consider taking on this charge. Concern over the state budget for this year was expressed. He noted that the budget for CMC will continue to be reviewed carefully. He stressed the importance of being cautious and prudent this year. Ms. Hopkins noted that there is justification for us to be cautious this year. Dr. Olson mentioned Eric Skinner's recent update and a meeting that will be coming up to discuss the budget concerns.

Dr. Wagner expressed concern that during the last three weeks there have been several situations that have come up and he has seen examples of ideas and things coming out with the intent of helping people and they have not worked out that way at all. Some discussion was held regarding this item.

Ms. Slayton reported that October 25 is the date of the upcoming fall dinner. A great deal of historical information is under review

in preparation for this event. The Alumni Magazine will be mailed out shortly. The Foundation is also working on fine tuning the philosophy of fund raising efforts. Ms. Slayton added that the foundation resources are under review to ensure that the economic impact of the stock market is carefully considered.

Ms. Itnyre recently returned from an accreditation visit at Crafton Hills College. Evidently Crafton Hills received a grant that helped their foundation considerably. Ms. Itnyre added that she is looking forward to tomorrow's update with the Cabinet. Dr. Wagner mentioned he plans to go to the next accreditation commission meeting to introduce himself and stress our sincerity in becoming compliant.

Mr. Gilbert reviewed Mr. Berger's concerns about Administrative Regulation 59022 in reference to Title 5. Mr. Gilbert addressed the Adjunct Faculty Hiring Process document that was distributed and discussion was held regarding suggestions for changes. Dr. McGinness will work with Human Resources regarding specifics for these changes.

Ms. Hopkins reported that faculty negotiations are going well. She noted the phenomenal opportunity that the Bernard Osher Foundation Scholarship will provide to Copper Mountain College. She added that the Foundation pledge cards will be sent out to faculty members this week.

Ms. Hopkins mentioned the upcoming library move. Rather than utilizing staff on a weekend, she suggested that as we get closer to the move time that the library be closed for one day and then have M&O and MIS staff available to assist with the move.

Ms. Hopkins reviewed changes that are being recommended for the Curriculum Committee to be included in the Participating Effectively shared governance document that was formerly approved by the board. The question was asked if the Curriculum Committee should be included in this document as it falls into the 10+1 with the Academic Senate.