

# COLLEGE COUNCIL MEETING MINUTES

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June 21, 2023

| 1 PM

| RC 175

## Welcome/Review Agenda

### Minutes from 5/10/2023

Minutes Approved

### Shared Governance Updates:

- Academic Branch Council (ABC), Barry Bailey
  - Committee on Academic Integrity will present recommendations and will continue.
  - Facilitate meeting with foreign language faculty and course catalogue operators – why certain searches don't yield results – changed the way you search for foreign language courses, issue resolved.
- Faculty Association, Andrea Vieux
  - Has not met. Instructional chairs council met with Dr. McLeod
- Counseling, Star Triscornia - not present
- Staff Council, Jeff Hoyer; Jill Sigler; Angela Boyer; Austin Maxwell
  - Jeff Hoyer rotating off College Council due to end of term as Chair of Staff Council. New Chair is Kaitlin Krumsick.
  - Staff Council has seen reduction in volume of topics coming to their attention. New member from Staff Council will join College Council in July, having added two new 'at large' members.
- Student Senate: Yassin Ali
  - Student Senate moving to first floor of GEB, near board room
- Cabinet: Dr. Bowne;
  - Working around metrics for strategic plans, tentatively will go to committees in August – look to finalize metric around community engagement this coming year.
  - Review of process of approving new policies with focus on ensuring consistency in policies.
  - Conducted risk assessment related to process risks – will build audit plan based on this.
  - Position Description Questionnaire (PDQ) will be used to eventually determine job descriptions and how do they relate relative to each other. Expectation is that people doing the jobs will verify the writers are capturing the job properly. Will be reviewed by HR and externally by Culpepper. First round wrapping up today (June 21<sup>st</sup>)
- Board of Trustees, Mark Hamill
  - Community Day moved to July 6<sup>th</sup>
  - HR Committee meeting Thursday 29<sup>th</sup> with Colleen to ensure future meetings are right to ensure fast movement of information.
- Adjunct Council, Kim Fuller
  - Good size group of new members, Kim and Rebecca will work as advisors to new chair.
  - Working on bring adjuncts into the team with "meet and greet" social events – some ideas include having a raffle, SYNERGY ED '23 – working on getting speakers for that event on August 14<sup>th</sup>..

### Items for Consideration:

- Communications Subcommittee (Jason Arnett)
  - Supervisor training series 4 modules, first module (Federal Guidelines and Obligations) kicks off next month.
  - Second module (Job Posting Guidelines)
  - Third Module (Performance Management)
  - Fourth Module (Employee Engagement)
  - Received feedback that there should be 5th module on Technology
    - 4 workshops once a month, each class offered 3 times a year on rotating basis.
- Update on Academic Integrity subcommittee
  - See above.
- Bylaws
  - Addition of duties of co-chair
    - Present college council work to Board of Trustees at regular meetings
    - Voted and passed motion to approve changes to bylaws
  - Define subcommittees
    - Create ad hoc as needed
  - Meetings per year?
    - Expectation is monthly.
  - Makeup of membership was discussed.
  - Student Senate will discuss when they determine college council representatives and length of term they serve.
    - College Council would like Student Senate to address this.
- Future meetings
  - Current day and time seem to be best still. Meetings for 23-24 will typically be the second Wednesday of the month.

## **Meeting Dates**

July 19, 2023 RC 181