

COLLEGE COUNCIL MINUTES April 1, 2008

Present: Holland, Schaafsma, Huckestein, Agnew, Wisecaver, Lanctot, White, Propst, McNannay, Nicoletti, Hogeland, Stevens, Clancy, Wille, Ware, Withrow, Fugate, Adams, Nielsen, Konzack, King, Windsor-White, McArdle, Paul, Jones, Clemetsen, Lara, Lundy, Bell, Malosh (later).

Jim introduced our new director of accounting and budget, Betty Nielsen.

BOARD POLICIES AND ADMINISTRATIVE RULES

SECOND READING

BP 3040 Job Description - President - approved

BP 3050 Performance Appraisal – President - approved

DISCUSSION

Aligning SP, IE, Budget, etc. – Carol

There is a small group meeting to talk about alignment of these: Beth H., BJ, Gary R., Fred, Elizabeth as possible, with Carol heading up. Feedback from departments and faculty regarding moving forward with the SP felt like duplicate work to forming budget....different forms but same work. Rita asked this small group to align the processes. Budget process done in Fall of 2007 DID reduce duplication of work, BUT accreditation recommendation regarding SP, IE and Budget alignment shows that communication is still needed. How do we help ourselves better understand the alignment of these three as parts of a larger picture? SP, IE and Budget process are all in service to our Mission, Vision and Values....changing course thru small changes reflected in SP, IE and Budget process. Also used are student learning outcomes which measure the course thru CWSI, CCSSE, IR Reports, program reviews and assessment of student learning outcomes. Mike suggested using the word "navigate the course" and also suggested that the SP be considered a part of the "destination" of the Mission, Vision, Values NOT considered part of the navigation system. Laura W. asked where the Mission Goal indicators belong? Bruce C. asked "where does Retention and Recruitment Plan" belong? Consensus of CC is to use a picture and diagram for education and Kristen suggested keeping it as simple as possible. Beth also suggested sending out, with forms for IE goals and budget decision packages, a cover sheet with the picture/diagram so that folks can see how this work fits in with other college efforts. Christy suggested running this information by faculty members who are going to become department chairs so that they are familiar with the language. *ACTION: Please share any thoughts and suggestions with this group...they plan to have something on paper by June, with test to rest of college in the fall.*

ID Theft – Ann, Marsha, Bruce

Best practices document around Oregon SB 583 - Ann reported that Learning Center has taken Oregon Driver's license for years as collateral for equipment checked out. But one student's driver's license was given to the wrong person, so we have to pay for credit monitoring for that student for one year. Other examples of potential identity theft were given. Bruce reported that it has become critical to be careful of student records and prevent identity theft. He reported that the newspapers said last week that Albany is the number one site in Oregon for identity theft. Shred everything immediately or place it in a bin to be shredded. Email: provide as little information as possible. Off-campus communications are susceptible to theft. Marsha reported on employee information: what am I collecting, why, do I need it, how often do I access it, what precautions am I taking? Only three numbers need SSN: I-9, W-4 and employment authorization (because they are connected to PERS). Mike suggested that the whole college be updated on this information AND a conversation continue on how the college community reacts if/when there is a security breach. A new administrative rule needs to be written to cover the situation of a security breach, both from perspective of student and employees. Jerry asked if we can be individually sued for identity loss; Bruce said "not yet" but that could be coming; there is no way to sue because of a FERPA violation, but this new state statute could open the door to individual suits. The following group will work on a new policy (if needed) and administrative rule: Ann, Bruce, Marsha, Sharon, Betty, and Elizabeth. Carol noted that multiple payroll authorizations for part-time people are also a concern. *ACTION: Give information to Ann, esp. if it might be "unusual" compared to other college procedures.*

UPDATE REPORTS:

Budget Development – Jim

We are at the point where all departments' information should have been given to the VPs. Two to three weeks from now they will go to Margi who creates the budget for the Budget Committee at the May Board meeting. Staff noted it was very helpful to have the changes in the decision packages returned in a feedback loop.

Reports from councils:

Academic Affairs and Instructional Council

No meeting since March College Council.

Community Relations – Community Engagement Inventory

BJ reported on this...looking for support from divisions to get as many people as possible to respond...where we are involved, on behalf of the college, in the community? The purpose is to understand where the connections are so that we can communicate those to the community and to also leverage the connections that we have and strengthen where we are weak. Council members suggested changes to the on-line survey that BJ distributed. Carol also suggested that the survey be clear that state-wide education committees are not included. Mike also told BJ to NOT include the line on the last page that it will NOT be used without explicit consent. Beth also asked if managers would be willing to fill this out in the next few weeks. Council members present agreed to do so.

Diversity and Civic Engagement

Tammi Paul reported that the Council has spent most of their time discussing the MCC coordinator position and giving that input to the committee working on this. Events coming up are African American Youth Conference and Annual Pow-Wow, where we are anticipating 1,000 people in attendance. Dana Emerson took Alternative Spring Break participants to New Orleans area to build houses...they will be available to speak to college classes and small groups.

Enrollment Management

No meeting since last College Council so nothing to report from that group.

Bruce did share enrollment information: Never seen numbers like this before. Spring is up 14.25% FTE..just a little shy of our 06 number. Everyone in state is up double digits. Summer and fall FTE growth is just a little above the state average.

CLOSING THE LOOP

Vice President of Student Services and Government Relations - Mike Rita has named a new VP: Dr. Bill Thallemer, will begin work on June 2nd. He and Mike will have a month to work together. Mike will be homeless for a month as Bill will occupy his office...Mike does not yet know where his office will be during that month.

Kristen, Elizabeth and Ann did a spectacular job with the Library/Learning Center. The cooperation of the staff is as impressive as the building.

Jim Bell had a rough Sunday with water in the Activities Center and a rough Monday taking care of that.

Conversation a month ago regarding: is our niceness oppressive? Afternoon of Inservice conversation will continue (it will not be "billed" with Inservice information) Board Room, 1:30 p.m. during Inservice.

SHARING INFORMATION

Jim H. – received a call from Seattle Northwest that our bond rating has improved from A+ to AA- (which IS better in bond-speak, Jim noted). We did get a bid for FFCO insurance, so we are hoping that interest rate will be reasonable (we will find out next week). The ground breaking for the new Science/Health building is still on course for this summer.

BJ - done with data collection for community business initiative needs assessment - interviews done and Northwest Frozen Foods asked for employee surveys too. Ann reported next that next area scheduled for assessment is health care.

Marlene - 16 page insert next week - Career Fair and Pop Culture Festival.

Jerry and Jim H. off to Boxelder, Montana for accreditation visit.

Stephanie Ware - in charge of committees - if you need student representation on committees or councils, please contact Stephanie.

Bruce - Registrar open, MCC being shaped, transcript orders electronically; Career Fair 30th anniversary...thank the employers for coming! TRIO has 20 openings.

Ann A. - Michael Childers, new phone guy, starts today.

Betty - made it thru

Jan - come by and see Betty's new office. Jim did clean out his office.

Sharon - new emergency card - Mike's new cell phone number is on there. Reminder: May 1st, 9 to 3:30 - "Top 20 things that supervisors do to get sued" - Also having an evacuation drill in April and early May. (Council feedback asked her to shoot for early May.)

John McA. – The college has received a \$100T gift from Entek, another \$40T from Wah Chang. TBT raised \$4T for scholarships, double what we raised last year.

Kristen - please come by the new Library/Learning Center.