



College Assembly Meeting Minutes

Bldg. 21, Rm. 107

Tuesday, January 26, 2016

PRESENT

Lisa Beach (Guest)
Tawny Dotson (Guest)
Lisa Fortson (Member)
Janet Holm (Member)
Kevin Kildun (Member)
Jason Kruse (Chair)
Cris-Jon Lindsay (Member)

Kristin Martindale (Communications Officer)
Josie Meyer (Vice Chair)
John Moyer (Member)
Jon Petersen (ASG 2015-16 Vice President)
Erica Sherwood (ASG 2015-16 Leg. Officer)
Roxanne Sou (Member)
Kate Wendland (Member)

ABSENT

Michelle Barre (Member)
Kezia Clark (Member)
Daniel Creech (Member)
Elaine Holster (Member)
Patricia Lange (Member)

Myra Morales (ASG 2015-16 President)
Loreta Sandoval (Member)
Kathryn Smith (Member)
Maureen Sparks (Member)
Tiffany Windmeyer (Member)

CALL TO ORDER

Chair Jason Kruse called the meeting to order at 3:05 p.m.

PREVIOUS MEETING NOTES

Chair Kruse asked for questions or comments on the minutes from the November 24, 2015, College Assembly meeting. None were noted. A motion to approve the minutes of the College Assembly's November 24, 2015, meeting was made by John Moyer, seconded by Cris-Jon Lindsay, and approved unanimously.

GUEST PRESENTATIONS

College 101

Dean Kelly, Director of Advising and Counseling, provided the College Assembly with an overview of a proposal to, beginning Summer Quarter 2016, require all students to successfully complete Foundations for College Success during the first or second quarter of attendance (handout #1). Mr. Kelly explained the proposal has already been presented to the President's Cabinet and ASG. Questions and discussion followed. A motion to give the College Assembly's approval of the proposal was made by Chair Kruse, seconded by Lisa Fortson, and approved unanimously.

All Staff and Faculty Email Policy and Procedure

Tawny Dotson, Interim Vice President for Strategic Development, and Lisa Beach, Director of Security and Compliance, provided the College Assembly with a summary of the proposed Official Mass Email Communications Policy and Procedure (handout # 2). Ms. Dotson described unintended consequences that can result from well-intentioned emails sent to the entire faculty and staff. Ms. Beach explained how the new policy and procedure will help protect employees from making ethics violations. Ms. Dotson described the framework, controls, and training that will be put in place. Ms. Dotson asked for the College Assembly's input and feedback. Questions and discussion followed.

REPORTS

Chair Report

Chair Kruse reported that he attended a Shared Governance meeting, and he met with the new ASG President, Myra Morales.

Vice Chair Report

Vice Chair Josie Meyer reported she was unable to attend the President's Cabinet meeting. She asked if College Assembly members are interested in receiving the Weekly Reports from Student Learning, Student Success, Finance and Administration, and Strategic Development. The members responded yes.

Communications Report

Kristen Martindale inquired if Assembly members prefer receiving an Outlook Meeting Request for College Assembly meeting dates and times. The members responded yes.

Budget Committee Report

Ms. Fortson reported the Budget Committee has met several times. She discussed proposed changes in the budget process. Discussion followed.

NEW BUSINESS

College Assembly Priorities for 2016

Chair Kruse recommended the College Assembly create a priority paper to help it define areas of importance. He recommended using ASG's priority paper as an example. Chair Kruse would like the Assembly to formalize goals and initiatives that will help guide the Assembly moving forward. Chair Kruse and the other officers will put together a draft priorities paper for the College Assembly to review.

College Assembly Committees

Chair Kruse suggested the Assembly formalize committees. The committees and members are:

- Hiring Process Committee – Jason Kruse, Lisa Fortson, Kezia Clark, and Josie Meyer
- Smoking Policy Committee – to be established.
- Employee Separation Procedures – to be established.
- Department Chair Task Force – to be established.
- Core Theme Teams – to be established.
- Membership Committee – Lisa Fortson, Cris-Jon Lindsay, and Patricia Lange
- Budget Committee – Lisa Fortson

- Shared Governance Committee – Jason Kruse

Chair Kruse expressed the desire to structure the College Assembly meeting format so that the first one-third of the meeting is spent taking in information from guest speakers. He is concerned the College Assembly may be taking on too much.

OLD BUSINESS

None

GOOD OF THE ORDER

The next College Assembly meeting will take place on Tuesday, February 23, 2016, at 3:00 p.m.

The meeting was adjourned at 4:25 p.m.