



College Assembly Meeting Minutes

Bldg. 21, Rm. 107

Tuesday, February 23, 2016

PRESENT

Kezia Clark (Member)
Daniel Creech (Member)
Tawny Dotson (Guest)
Janet Holm (Member)
Kevin Kildun (Member)
Jason Kruse (Chair)
Cris-Jon Lindsay (Member)

Kristin Martindale (Communications Officer)
Mary McCune (Note Taker)
Myra Morales (ASG 2015-16 President)
Loreta Sandoval (Member)
Erica Sherwood (ASG 2015-16 Leg. Officer)
Tiffany Windmeyer (Member)
VACANT (Vice Chair)

ABSENT

Michelle Barre (Member)
Lisa Fortson (Member)
Elaine Holster (Member)
Patricia Lange (Member)
John Moyer (Member)
Jen Peterson (ASG 2015-16 Vice President)

Kathryn Smith (Member)
Roxanne Sou (Member)
Maureen Sparks (Member)
Kate Wendland (Member)

CALL TO ORDER

Chair Jason Kruse called the meeting to order at 3:06 p.m.

PREVIOUS MEETING NOTES

Chair Kruse asked for questions or comments on the minutes from the January 26, 2016, College Assembly meeting. None were noted. A motion to approve the minutes of the College Assembly's January 26, 2016, meeting was made by Janet Holm, seconded by Kevin Kildun, and approved unanimously.

GUEST PRESENTATIONS

None

REPORTS

Chair Report

Chair Kruse was unable to attend the President's Cabinet meeting due to a scheduling conflict. He will email the Direct Reports' Weekly Reports to College Assembly members soon. Work on the College Assembly's Priorities Paper was delayed as other Assembly business took precedence.

Vice Chair Vacancy

Chair Kruse reported Josie Meyer, who served as Vice Chair, stepped down from the College Assembly. Chair Kruse asked for a volunteer to serve as Vice Chair completing Ms. Meyer's term.

No volunteers were noted. Kevin Kildun nominated Michelle Barre, although Ms. Barre was not in attendance to accept the nomination. Chair Kruse will follow up with her and email the College Assembly options for filling this vacancy. His intention is to finalize the matter at the March College Assembly meeting.

OLD BUSINESS

As part of the College Assembly Priorities for 2016, Chair Kruse asked for volunteers to serve on committees the College Assembly is involved with. Below is a list of committees and College Assembly members serving on them:

Committee Name:	College Assembly Member(s):
Budget Committee	Lisa Fortson
Core Theme Teams	College Assembly Officers
Department Chair Task Force	Maureen Sparks and Kezia Clark
Employee Separation Procedures	Cris-Jon Lindsay
Food Options Committee	Kevin Kildun
Hiring Process Committee	Jason Kruse, Lisa Fortson, and Kezia Clark
Membership Committee	Lisa Fortson, Cris-Jon Lindsay, and Patricia Lange
President's Cabinet	Vice Chair (<i>Jason Kruse will attend in the interim</i>)
Shared Governance Committee	Jason Kruse
Smoking Policy Committee	<i>Need Volunteers</i>

Employee Separation Procedures Committee

Mr. Lindsay expressed concerns about communication with the Information Technology Department when faculty/staff, especially adjunct faculty, leave employment with the College. Tawny Dotson suggested Shelby Fritz, Director of Human Resources, and Michael Taylor, Director of Information Technology, work together to revise the policies and procedures. Ms. Dotson offered to speak with Ms. Fritz to get the conversation started.

Food Options Committee

Kevin Kildun reported the Food Options Committee has not met recently. Ms. Dotson commented Larry Clark, VP of Finance and Administration, is working on obtaining additional food truck vendors that will meet the College's desired price point. Discussion followed. Mr. Kildun will follow-up with Mr. Clark and provide an update at the March College Assembly meeting.

NEW BUSINESS

2016 Spring Career/Job Fair

Tiffany Windmeyer gave an update on the 2016 Spring Career/Job Fair, which is scheduled to take place on Wednesday, March 2, 2016, from 11:00 a.m. to 2:00 p.m. in the McGavick Conference Center. Over 50 employers will be represented at this event. The career fair held last week at the South Hill Campus was very successful.

Hiring Policy Update

Ms. Dotson reported the updated Hiring Policy Proposal will soon be posted online for the open comment period and an open forum will be held in the near future. She encouraged College Assembly members to review, comment, and participate in the open forum.

Parking Violation Fines

Kristin Martindale expressed concern about increases in parking violation tickets issued by Security. Discussion followed. An invitation will be extended to Lisa Beach, Director of Security and Compliance, to provide the College Assembly with an overview of the College's parking policy.

GOOD OF THE ORDER

The next College Assembly meeting will take place on Tuesday, March 22, 2016, at 3:00 p.m.

The meeting was adjourned at 3:55 p.m.