



College Assembly Meeting
Building 19, Room 124
Tuesday, August 27, 2013

Present: Chris DeLaney, Mabel Edmonds, Elaine Holster, Wendy Joseph, Jason Kruse, Joyce Loveday, Mike Miller, John Moyer, Roger Nix, Maureen Sparks, Kailene Sparrs, Michael Taylor, and President Walstrum.

Call to Order

Chair Wendy Joseph called the College Assembly meeting to order at 3:08 p.m.

Safety Orientation Briefing

Mike Miller provided the Assembly with safety procedures to follow in case of emergency.

Welcome, Introductions, Newly-Appointed Assembly Officers

Attendees introduced themselves. Wendy reported the results of the election for Assembly officers as follows:

- Chair -Wendy Joseph
- Chair Elect - Roger Nix
- Communications Officer - Maureen Sparks

Approval of Minutes

The minutes of the August 13 meeting were approved, as written:

- Motion to approve: Mike Miller
- Motion seconded: Jason Kruse
- Motion carried.

Dr. Walstrum's Comments

Dr. Walstrum conveyed information from his recent conversations with incoming college president, Dr. Lonnie Howard, who arrives on campus September 12. Dr. Howard is aware of the shared-governance model and is looking forward to working with the Assembly. Dr. Walstrum suggested that the Assembly arrange to meet with Dr. Howard within a month or so of his arrival, once he has had an opportunity to settle into his new position, to discuss the Assembly's work plan.

Work Plan

Joyce Loveday proposed a calendar of college planning that would involve the Assembly in annual planning and assessment of institutional effectiveness. She asked that the Assembly take a role in assuring that planning and assessment at CPTC is “ongoing, purposeful, systematic, integrated, and comprehensive” to meet accreditation standards. More specifically, Joyce invited the Assembly to add the following to the work plan for 2013-14:

- Review the effectiveness of the institution based upon college data
- Recommend priority areas for continuous improvement
- Assure college planning is aligned with the core themes and the strategic plan

Assembly members expressed commitment to performing this work which is in line with the college bylaws (currently in draft form). A data report related to the college’s core themes and the resulting mission fulfillment findings will be included on the October agenda.

Assembly members were invited to generate additional ideas for work to be addressed during the year. Further development of the Assembly’s bylaws, review of progress on the college’s strategic plan, and clarification of the committee structure were among the items discussed.

Bylaw Revisions

General discussion ensued regarding some specific verbiage used in the bylaws; however, in Debbie Ranniger’s absence, it was determined that the topic should be revisited at the October meeting. The committee agreed that rather than move too quickly to a vote, it makes more sense to address and refine specific portions of the bylaws over the next several meetings as they are “vetted” through practical experience.

Communications Plan

Michael Taylor distributed a proposed Communications Plan to be included in the bylaws under *Part V: Meetings*:

“The Communications Plan will enhance transparency and accountability to members of the Assembly, campus, and the Public. The Internal Plan will provide structure for the Assembly’s required functions and the External Plan will ensure the Public has access to approved documents, meetings, and agenda.

1) Internal Communications Plan

a) Assembly Chair will:

- i) Call for agenda items 3 weeks prior to next scheduled meeting.
- ii) Post complete agenda 1 week prior to meeting on webpage.

- b) Assembly Secretary will:
 - i) Provide previous Assembly minutes go to committee members by or before 1 week of next scheduled meeting.
 - ii) Handle the motion for approval of the minutes.
- 2) External Communications Plan
 - a) Communications Officer will:
 - i) Post approved minutes to webpage within one week of approval.
 - ii) Have Date and Time for meetings posted on the Campus calendar."

The Assembly's general consensus was to accept the Communications Plan with the addition of "A call for agenda items at the end of each meeting" to the Assembly Chair's responsibilities (bolded):

- 1) Internal Communications Plan
 - a) Assembly Chair will:
 - i) Call for agenda items at the end of each meeting.**
 - ii) Call for agenda items 3 weeks prior to next scheduled meeting.
 - iii) Post complete agenda 1 week prior to meeting on webpage.

Establish Meeting Schedule

Future meetings will be held on the third Tuesday of the month from 3:00 – 4:30 p.m.

Call for Agenda Items

1. Work Plan
2. Bylaws
3. Committee Reports, i.e. Curriculum, In-Service
4. BAS Degree
5. Strategic Planning Process (strategies)
6. Review draft Core Theme data, Mission, TaskStream

Next Meeting

The next meeting is scheduled for 3:00 p.m. Tuesday, October 15, 2013.

Adjournment

The meeting was adjourned at 4:41 p.m.