



**College Assembly Meeting Minutes**

Building 21, Room 104

Tuesday, May 27, 2014

**PRESENT**

Kandi Bauman, Lisa Beach (Vice Chair), Ted Broussard, Travis Cohen Lucy, Li Li Cutler, Tawny Dotson, Elaine Holster, Randy Holt, Adam Johnson, Jason Kruse, Cris-Jon Lindsay, Dr. Joyce Loveday, Kristin Martindale, John Moyer, Roger Nix (Chair), Lisa Plair, Linda Rick, Ellessea Shelby, Kathryn Smith, Michael Taylor, Kate Wendland, and Mary McCune (note taker)

**ABSENT**

Daniel Creech, Denise Klug, Patricia Lange, Loreta Sandoval, and Maureen Sparks (Communications)

**CALL TO ORDER**

Chair Roger Nix called the meeting to order at 3:00 pm.

**APPROVAL OF MINUTES**

Motion: To approve the minutes of the April 22, 2014 meeting.

Vote: Approved.

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Accreditation**

**Dr. Joyce Loveday**

Roger introduced guest speaker, Dr. Joyce Loveday:

- Policies & Procedures Shared Governance handout was discussed:
  - After review by Cabinet, there are some changes in the language.
  - She asked for feedback within one week.
- Performance Measures Handout was discussed:
  - Need to take the work that's been done thus far and make adjustments.
- Mock Accreditation was discussed:
  - Need to better identify the roles of the College Assembly, ASG, Cabinet, and Executive Team and how they interact with each other.
  - Need to improve Strategic Planning oversight.

John Moyer offered to share information on Shared Governance, which he obtained while researching the topic. If anyone is interested in receiving this information, please send him an email request.

Dr. Loveday is working to get the College Assembly's bylaws formally reviewed and approved. She stated this document is a very important piece of Shared Governance at CPTC.

### **Shared Governance Task Force**

**Michael Taylor**

Roger introduced guest speaker, Michael Taylor. Mr. Taylor answered questions and discussed matters concerning the Shared Governance Task Force:

- Areas the Shared Governance Task Force is working on include:
  - Lines of Communication.
  - Roles and Responsibilities.
  - Protocol and Formats.
  - Continuity and Latency.
  - Decision Making Process.
  - Acceptable, Workable, and Negotiable.

Purpose of the Shared Governance Task Force is to guide, direct, and listen. It will disband fairly soon.

### **Cabinet – College Assembly Representative**

**Tawny Dotson**

Roger introduced guest speaker, Tawny Dotson:

- Policies & Procedures Media handout was discussed:
  - Public Information Officer (PIO) is the point of contact for all matters involving the media.
  - Communications with the media made on behalf of CPTC must go through the PIO.
- Process of approving Policies & Procedures and the entities involved were discussed:
  - Shared Governance.
  - Board of Trustees.
  - College Assembly.
  - College President.
  - Policies & Procedures Committee (disbanded / reinstate).

### **Student Services**

**Ted Broussard**

Roger introduced guest speaker, Ted Broussard:

- Policies & Procedures Student e-mail handout was discussed:
  - He asked for feedback and input.
  - Email is the official mechanism of communication within CPTC (faculty, staff, and administration).
  - Considering making e-mail the official method of communication with CPTC students.
  - Need to capture home e-mail addresses of alumni.
  - Need to consider the impact of ethics law and public records law.
  - Expressed the importance of having good implementation planning and student training.

The next College Assembly meeting date and time to be determined.

Meeting adjourned at 4:00pm.