



College Assembly Meeting
Health Sciences Building Conference 103
Tuesday, November 26, 2013

Approved

Present: Kandi Bauman, Travis Cohen-Lucey, Elaine Holster, Dr. Lonnie Howard, Cris-Jon Lindsay, Dr. Joyce Loveday, Roger Nix, Kathryn Smith, Maureen Sparks, Lili Cutler, Jason Kruse, Daniel Creech, Kristin Martindale, Adam Johnson, Lisa Fortson, Patricia Lange, Kate Wendland, Lisa Beach, John Moyer, Loretta Sandoval and Sheli Sledge (guest notetaker)

Call to Order

Chairperson Roger Nix called the College Assembly to order at 3:03 p.m.

Safety Orientation Briefing

Maureen Sparks reminded those present how to respond in case of various emergencies.

Approval of Minutes

The minutes of the October 22, 2013 meeting were approved, as written:

Motion to approve: Kathryn Smith

Motion seconded: Patricia Lange

Motion carried.

President's Discussion

Dr. Lonnie Howard wanted to give the newly remodeled assembly time to gather information and complete the bylaws, policies and procedures for the committee. He also believes the College Assembly should not be too large but needs to be big enough to have real decision making strengths. Dr. Lonnie Howard invited Dr. Joyce Loveday and Jim Tuttle to be members and to help make decisions and has tasked the Assembly with laying out a matrix for performance indicators that will be sent back to the E-Team for ideas and goals to reach his strategic direction model I.R.B. (I - Increase Student Success and Educational Access. R - Respond to local Community and Business & Industry and B - Become More Entrepreneurial.). This committee will look at existing data and set realistic goals on how to achieve the I.R.B.s as well as operational issues for the campus and work on self-governing issues. Dr. Lonnie Howard has invited Dr. Joyce Loveday to work with the committee on accreditation aspects specifically and Jim Tuttle to discuss how this

committee will be governed and where it is moving forward and possibility of merging the Policy and Procedures Committee.

Dr. Joyce Loveday sees there is important work to be done at our institution and believes the work the committee will do is very important and relevant to the accreditation areas for the college and would like the committee to respond with what is expected to codify through established shared governance practices as well as playing an important role in the planning and continuous improvements that need to happen broadly across the campus, identifying areas needing improvement and asking ourselves "Are we fulfilling the mission of the College and where do we go from here?"

Dr. Lonnie Howard reminded the committee that accreditation occurs once every seven years but we need to look beyond that limitation and build a greater synergy around the I.R.B.s. He has offered up the use of his Confidential Secretary to assist as permanent note taker as he wants to support this committee and encourage inhibited conversation among faculty, staff and students, but realizes that it is very distracting for a member of the committee to take notes and engage in conversation. Currently the College does not have a central depository for committees to post minutes to the entire campus. In the future he would love towards more transparency, similar to the "Keeping Connected" meetings which are now videotaped and posted online.

Dr. Lonnie Howard has offered to assign his Confidential Secretary to the College Assembly as permanent note taker.

Motion to approve: Jason Kruse

Motion seconded: Lili Cutler

Motion carried

Discussion on establishing a standard meeting time for the Committee, to change the date and time or to keep it the same. Discussion on canceling the December meeting as students and faculty are not on campus and to meet next on January 28, 2013. Motion to keep the meeting times on the 4th Tuesday of every month at 3:00pm and to cancel the meeting for the month of December.

Motion to approve: Kathryn Smith

Motion seconded: Jason Kruse

Motion carried

Update on Bylaws

Jason Kruse provided an update on bylaws and relayed some clarification questions, regarding the change in membership and wanted assurances that the Assembly is continuing in the same direction. Dr. Joyce Loveday responded that much of work will be

the same but wants to make sure that we are moving forward with Dr. Lonnie Howard's vision. Additional questions that need clarification is the membership in the bylaws. Is twenty-five members too large and how it is staffed? What percentages of departments, unions and divisions should be the make up the Committee and what level if any of administration should be represented? Dr. Lonnie Howard provided clarification that anyone from an Associate Director position and down, but in reality the goal is to have a broad function of departments. Maureen Sparks believes that right now we have a good representation of the campus but needs to be built into the bylaws for future reference.

Discussion on original Shared Governance Committee reports and research, John Moyer was originally a member of the Shared Governance Committee and believes the primary goal is to provide a voice but Committees need accountability and somewhere to report to. Kathryn Smith notes that they used the original Shared Governance Committee bylaws and research notebook as the template for the College Assembly bylaws.

Update on Policy and Procedures

Dr. Lonnie Howard feels it is very important that we survey the Policies and Procedures Committee to make sure we don't work parallel to each other. Jason Kruse a current member of the Policies and Procedures Committee gave a brief description but Dr. Lonnie Howard would like to table that portion of this conversation until Jim Tuttle is in attendance. Recently events and discussions have come up regarding broad subjects like the campus weapons policy and how to keep the campus informed and safe and Dr. Lonnie Howard would like the College Assembly to be a part of that conversation. Jason Kruse feels the Policies and Procedures Committee should be kept relatively small unless it's handling a broad issue that needs to be addressed by a larger group but is concerned that that if the Assembly tries vet policies on a large scale may bog down an already slow process.

Lisa Beach added that often takes a long time for policies to be updated and tend to be hung up on details and process. Jason Kruse feels that those areas that get hung up, those policies may be good to share with a body like the Assembly and Dr. Lonnie Howard agrees that committees should report to someone so they have some accountability. Kathryn Smith sees the Assembly as more of a ratification of policies and being the final conversation and stamp before approval but does not necessarily feel they should be vetting the policy from the ground up.

Discussion regarding how much work the Assembly can take on. Does it already have too much to do to accomplish in an hour a month or does the Assembly not have enough to do.

Dr. Lonnie Howard tasks the Assembly with needing to decide how much they can take and still make sure they have realistic meaningful work and reminds that this is an organic process and suggests starting small and moving forward step by step adding items as needed but moving forward and making changes.

Request that Jason Kruse and Maureen Sparks send out the updated Bylaws and current draft of Policies and Procedures to the Committee so the President and the new members can familiarize themselves. Maureen Sparks requests that members to email comments and changes to her before voting at the next meeting in January. These will then need to be codified by the President.

Update on Work Plan

Roger Nix distributed copies of work plan provided by Dr. Joyce Loveday, specifying the Annual College Planning portion, that the earlier Executive Team was working on. One of the goals was to adopt the Bylaws and review data for the I.R.B.s but the data on these core themes is still be pulled together and should have some feedback for the committee in January. Some data is easy to find like accreditation reports but others are harder.

Currently there is a hiring moratorium, until the College can determine what are the needs and focus of the I.R.B.s and move towards those goals with funding and purpose. Ideas in the past have been generated from STEM and now from ATD for these goals, but right now many of these committees don't report or post directly anywhere on the campus.

New Business

Roger Nix received a concern that the General Education Faculty are spread out amongst all the divisions and feel this makes it difficult for them to work as cohesive unit or feel supported on campus. Many believe they can better serve the needs of the students and less confusing if they report to one Dean or Department. Dr. Lonnie Howard has also raised that question and Dr. Joyce Loveday assures the faculty that is currently in discussion with the Deans, especially with Dean Steve Ellis's recent retirement announcement. Dr. Lonnie Howard reminds us that this discussion will require latitude on both sides but believes that faculty should have a voice in the discussion, but is looking at the organization of the divisions very closely to make sure we are using an efficient model.

Next Meeting Date

The next meeting is scheduled for 3:00 p.m. Tuesday, January 28th, 2014 in Maureen Sparks will look for a larger meeting room. Location to be determined.

Adjournment

The meeting was adjourned at 4:26 p.m.