

Minutes of January 30, 2002 Meeting

Present

Melba Acevedo, Terry Cargan, Ed DeSchuytner, Jim Hellesen, Kaori Kelts, Frank Leary, George Medelinskas, Mike Nutter, Cathy Sanderson, Mary Wilson, and Gene Wintner.

EXCUSED ABSENCE

Paula Pancorbo

Call to Order–The meeting was called to order at 2:40 PM.

Approval of Minutes

George Medelinskas, moved for acceptance of the minutes of November 28, 2001, 2nd by Ed DeSchuytner. The minutes of the College Advisory Council of December 10, 2001 were also sent via email to the committee for review only.

CORRESPONDENCE

- The Grants Log provided by Wendy Shaffer was distributed. A question arose regarding receipt of a \$600,000 technology grant.
- Spring Meeting Dates were provided. Two Steering Committee dates were chosen, February 13 and March 13, 2002.
- A letter was distributed from the President to Kay Kelts regarding convocation. There was discussion re: is this a contractual date? Mike Nutter informed the committee "the contract provides for such a date to take place, not who is invited to it".
- The Enrollment Pipeline report from Mary Ellen Ashley, was distributed. Banner was probably behind gathering this data. The report prompted discussion about the lack of fees for applications and assessment to students who go through the process, but never actually take a class. Kay Kelts reminded the committee that the assessment is very labor intensive. The committee agreed it was a way to look for other income. Even if the student does not register, a fee could be charged. It was recommended to refer this to either the Student Affairs Committee or the Finance Committee.
- Intranet Update: The Charter has been sent to Ron Taber who reports that the Executive Committee link will be up by February 8, 2002. Links will be added for each of the standing committees.
- As Chair, Mary Wilson was invited to the Annual Meeting with the area Legislative Delegation on Friday, February 15, from 8:30 –

10:30 in the Bentley Library Conference Area. "This year's budget and the Early Retirement Incentive plan" will be the subject. The Chair who is unable to attend asked for a volunteer, Ed DeSchuytner will take notes for the committee.

STANDING COMMITTEES

- An updated membership list with some minor edits will be sent to Ron Taber to add to our link.
- Spring Elections will be held in April. Nominations will need to be solicited in March.

A discussion arose about the organizational changes that will be made. At this time the areas impacted are:

1. Allied Health
2. Business, Math, Science & Technologies

Constituency group representatives from these areas will all need to run for election.

The Chair, who will be retiring, asked the members to consider running for Chair next year. She noted that faculty members receive a course reduction, non-faculty members do not have the same opportunity and that should be taken into account due to the responsibilities in chairing a committee.

There was also a dialogue about finding candidates willing to run for committees. Unless the administration can come up with some kind of compensation, it was thought a lot of part-timers who would be hired next year, would have little incentive to work on committees. Ed DeSchuytner felt this year would be the "big hit" for administration. Next year will be the "big hit" on faculty. All of the impending changes could conceivably "collapse" the working committees eventually. Gene Wintner wondered if we could ask the President or Paul Bevilacqua to give the committee an idea how the organizational structure will fall out.

Melba Acevedo spoke about the election concerns in her area. She is currently mailing out 75 letters as many as four times for each election. After discussion with the committee, some suggestions were made that she will try to use to make her election more efficient and cost effective.

- Mary Wilson is sending a memo to Dina Brown re: Communication between College Advisory Council and Student Senate. The

President's Vision Statement and Core Values are being sent as an attachment.

- A letter is being sent to the newly elected members of the Student Affairs Committee informing them that they need to convene and elect a chair, determine a meeting schedule, and begin to establish an agenda for the semester. The Executive Committee is recommending some items for attention.

STEERING COMMITTEE STATUS AND AGENDA ITEMS

* Suggested Agenda Items:

- Need to revisit revised Core Values and President's Vision statement.
- Need to speak about Core Business (define it).
- What is the distinction between Core Values and Core Business?
- Do we need to revisit the timeline?
- Are there two parallel planning processes going on?

* The committee confirmed its interest in having the chair send a memo to President Hartleb about the concern with respect to pending organizational changes and the budget crisis.

OLD BUSINESS:

* Gene Winter is meeting on February 12, 2002 to discuss the Matrix Issue. He will report back to the committee.

ADJOURNMENT:

On a motion by Frank Leary, the committee voted to adjourn at 4:20 PM.