

Expanded Academic Affairs Leadership Team
Thursday, March 12, 2009

I. CHECK – IN

a) Agenda

- Welcome Kelly Osmer
- Publications – Ron Taber
- Leave Options - Lane
- Reassigned Time - Lane
- Delegation of Authority - Lane
- Students with Disabilities - Grace
- Neighborhood Cleanup - Sue
- CADA - Beth

II. ACTION ITEMS

a) Welcome Kelly Osmer

Lane welcomed Kelly Osmer to the Academic Affairs Leadership Team. The Institute for Community and Workforce Development is now aligned as a division in Academic Affairs, and Kelly will be attending AALT meetings. The intent of this alignment is to create more opportunities for non-credit and credit workforce development programs and services to work together, and to make the most efficient use possible of college resources.

b) Publications – Ron Taber

Ron announced that on March 16, 2009 a new Director of Communications will begin working at the college. Ron also announced the following changes in the printing of college materials; the Academic Catalog will no longer be printed but will only be available online, the Academic handbook will be published once per year beginning in April 2010 and the Credit Schedule of Classes will be printed and mailed twice per year.

A question was raised as to how this change in the amount of publications would affect any items the Academic Affairs Committee would be approving. Lane stated that the intent of this move is to have more people use the website which will be accurate.

c) Voluntary Leave Options - Lane

Lane notified the group that the memo that was sent out by HR was intended to let employees know that there was a voluntary leave option on the table due to the budget situation at the college. He reiterated that the memo was voluntary if some employees chose to take the leaves and that they are not mandatory. The group noted that they had heard from some of their divisions regarding this memo and that there was a lot of anxiety about the leave options.

Beth questioned whether there was a policy regarding donating the salary that was given up back to the College.

ACTION(S): As the memo indicates, anyone wishing to take voluntary leave days during 2009-2010 should notify Lane (or their supervisor) by April 10.

d) Reassigned Time - Lane

Lane reiterated to the group that the reassigned time forms need to have complete documentation for reassigned time that is not a union or contract issue.

ACTION(S): Sharon will reissue the reassigned time task and timeline.

e) Delegation of Authority - Lane

Lane spoke to the group regarding the delegation of authority memo that was sent out by Accounting & Finance. Some of the group felt that there were some issues with PO's in their divisions and that they still wanted to see all PO's that were coming out of their division.

Lane stated that eventually all PO's will be done online and that no PO's will move forward without a signature.

f) Students with Disabilities - Grace

Grace spoke to the group about students who need Learning Accommodations and how much support some of them might need to be successful in a particular program. Grace stated that in certain programs the student might not be able to be successful in their chosen program and that the student should be apprised of this. A question was asked about who should have this discussion with the student, Learning Accommodations, Advising or the Dean? Pat suggested that all those areas should be involved.

ACTION(S): Grace will convene a meeting with Learning Accommodations, Pat Demers, the Tutoring Center, Beth Wilcoxson and Ellen Grondine to discuss this issue. They will report back to the group at a future date.

g) Neighborhood Cleanup – Sue

Sue stated that on April 16 from 11 – 1 p.m. there will be a Neighborhood cleanup day. Sue asked if the group could notify the faculty of this project and have some classes help out. Crews will be out cleaning up the campus and the roads surrounding the campus. Linda Shea volunteered the library to be a station to hand out trash bags and gloves. The lobby of C building will also be used as a station.

h) CADA - Beth

Beth notified the group that the CADA conference will be a one day event and the topic of discussion will be the role of general education in community colleges. She

also asked the group if there was any interest in a retreat and there was not very much support for that.