

College Council Minutes
March 1, 2019
1-3:55 p.m.

In attendance:

X Dr. Joanna Anderson, President
 X Becky Beydler, Career/Tech.
 X Beverly Marquez, Health Sci.
 Angie Gentry, Academics
 X Jeromy Layman, PSA

X Justin O'Neal, PSA
 X Sherlyn Nail, PSA
 Christy Admire, CSA
 X Keri Benner, CSA
 Shelly Gardner, CSA

Dawn Classey, SGA
 Ashley Nuci, SGA
 X Cendy Harrell-Carson
 X Darci McFail
 X John Matthews, WAFB

Notes	
Agenda reviewed, amended, approved	Added topics, Canvas (Becky), late starts (Dr. Anderson), transparency (Jeromy); other (Darci) Beverly moved to approve added items; Becky seconded; motion carried.
Jan. 25, 2019, minutes reviewed, amended, approved	Correct document heading for Jan. 25 minutes from "agenda" to "minutes;" Cendy moved to approve; Jeromy seconded; motion carried.
Guest comments	None
Old - process for review/update of policies and regulations	Policy update process/timeline - Discussed creating a model or diagram to guide the council. Noted that review and updates will flow over into next year for the council.
Action Required:	Members to research models and provide examples at next meeting: Darci, Sherlyn, Dr. Anderson
Old - Personnel Services Policy 4000 review	Review 4000 policies; provide any additional information Dr. Anderson reported that Rachel is working on Personnel Services updates based on feedback and discussion from last meeting.
Action Required:	Dr. Anderson encouraged council to review the 4000s again and provide any additional feedback to Rachel as soon as possible.
New - FY20 budget, ELT priorities from program review and institutional needs	Review assumptions and discuss priorities from ELT - Garry Sorrell presented details and budget influences. After prioritization by ELT, a list was made for consideration. Not everything from program review was brought forward, only what was considered the most important based on strategic goals. Garry presented several factors on income and expenses; 2 percent decrease in enrollment; health insurance cost \$60,000 less than expected; 1.9 percent wage increase for staff; a step increase for faculty; \$10/credit hour wage increase for adjuncts Personnel budget priorities: \$17,000 for equity adjustments based on market \$9000 for educational advancement raises New positions - faculty, full-time non-credit coordinator, facilities use coordinator (partnership between LearningForce and Facilities to have an events coordinator) Other requests (ELT priorities highlighted)

	<p> Maintenance and repair \$100,000 Campus security \$78,000 Emergency systems \$170,000 Campus store registers \$30,000 TV screens 15,000 One card system \$80,000 Thompson Conference Center media updates \$60,000 Canvas add-ons / closed captioning functions \$25,000 Reserve it replacement \$25,000 AuguSoft \$55,000 (allows LearningForce to integrate into Banner) </p> <p> Dr. Anderson asked for help with deciding funding priority for campus security personnel and/or emergency broadcast systems. After discussion, Cendy moved to recommend improving emergency broadcast system at all campuses as the priority; Becky seconded; motion carried. </p> <p> Other #1 priorities (among others listed) Boonville \$4,000 to move operations into one building LOZ tables \$10,000 </p> <p> Increasing tuition \$10 per credit hour would cover budgeted expenses and priorities. </p> <p> Building a contingency fund of \$900,000 for ongoing repairs, unexpected expenses, etc. would enhance college's fiscal health. </p> <p> Discussed need to inform college community about the College Council's role in budget process and ensuring transparency. Suggested ELT communicate the priorities they identify and the requests that did not make the priority list. </p>
Action Required:	Dr. Anderson will communicate these suggestions to ELT.
New – Staff Parking	<p> Discuss parking issues/concerns raised by employees and by Facilities Committee. Parking lots need to be resurfaced and striped so this is a good time to make changes. </p> <p> Discussed impact of not designating staff parking spaces; adjuncts have difficulty in finding parking space during day. Staff parking is viewed as good for morale, but if not enforced, makes the situation contentious. Some employees view staff as a benefit but if not enforced it is an unfulfilled promise. </p> <p> Perception is that students are parking in staff spaces. Problem areas mentioned are behind Davis Center and Yeater Center. </p> <p> Enforcing designated parking requires a consistent process and resources that affect employees and students – purchasing and issuing parking tags, collecting and managing vehicle information for tracking, monitoring parking lots, writing and processing tickets, issuing holds on student accounts and enrollment, collecting and recording fines, etc. (Side note: parking is addressed in Policy 5290-5291 and Regulation 5260) </p> <p> How do we enforce and manage designated parking? Who is responsible for monitoring and issuing tickets? How many employees park on campus? How many spaces are available? </p>

	Designated parking space affects budget. Before posing a recommendation to resolve the issue, council cited need to discuss pros, cons and solutions with employees.
Action Required:	Dr. Anderson, Beverly and Sherlyn will develop presentation to use in communicating the issue and gathering input from employees.
Other topics as time allows:	<p>Promote employee participation in Bothwell Regional Health Center's Lub Dub 5K walk/run April 27 (Sherlyn on behalf of Angie Gentry) – Dr. Anderson will talk to HR about promoting employee participation in the Lub Dub.</p> <p>Employee pictures in directory (Jeromy on behalf of Karen Simon) – Keri noted this was discussed at a Professional Development Day session. Can employee pictures be available internally but not on website? Dr. Anderson will work with HR and Marketing and Communications to consider options.</p> <p>Transition from Blackboard to Canvas (Becky) – Feedback indicates transition has been bumpy, numerous last minute issues to resolve and frustration. Dr. Anderson asked Becky to send list of concerns and issues to her.</p> <p>Transparency – Professional Staff Association generally feels they do not know what College Council is and why it exists. To promote awareness, council secretary (Sherlyn) will include meeting notes and reminders in the employee weekly email from this point on.</p> <p>11 a.m. late start option discussion (Dr. Anderson) – how would this work for all campuses and for classes that start at 10:30 or 10:45 a.m.? Faculty council members noted they prefer to have at least half a day of classes than no classes. How would late start affect hourly staff? Discussion crossed over to moral issues related to the responsibilities and expectations of employee roles (faculty, professional and classified). Lack of understanding those differences may contribute to morale issues. Do we need to make sure employees understand the different roles? No recommendation about late start option was developed.</p> <p>Other (Darci) – road on south side of campus does not have a name. Justin noted a need to create a physical address for each building, primarily for emergency response issues. He said the only named internal campus road with a name is Roadrunner Court on which the Residence Hall is located. Dr. Anderson asked Justin to have Facilities Committee work on this question.</p>
Adjournment	3:55 p.m.

Next meeting: Friday, April 5, 1 p.m., Hopkins Board room