

College Council Minutes
April 5, 2019
1 p.m.

In attendance:

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|---|-----------------------|---|
| ✓ Dr. Joanna Anderson, President | ✓ Justin O'Neal, PSA | <input type="checkbox"/> Dawn Classey, SGA |
| ✓ Becky Beydler, Career/Tech. | ✓ Sherlyn Nail, PSA | <input type="checkbox"/> Ashley Nuci, SGA |
| <input type="checkbox"/> Beverly Marquez, Health Sci. | ✓ Christy Admire, CSA | <input type="checkbox"/> Cendy Harrell-Carson |
| ✓ Angie Gentry, Academics | ✓ Keri Benner, CSA | <input type="checkbox"/> Darci McFail |
| ✓ Jeromy Layman, PSA | ✓ Shelly Gardner, CSA | ✓ John Matthews, WAFB |

Notes	
Agenda reviewed, amended, approved	Dr. Anderson added under Old Business an update on review of 4000 Personnel Services. Becky motioned to approve amended agenda; John seconded; motion approved
March 1, 2019, minutes reviewed, amended, approved	Keri motioned to approve minutes; Jeromy seconded; motion approved
Guest comments	None
Old – models or guides to use for reviewing policies and regulations	Dr. Anderson, Darci, Sherlyn Sherlyn observed that owners and contacts for policies and regulations 4000 through 8000 are not identified. Assigning owners and contacts is needed to follow the review/update process outlined in the 0000 Organization, Philosophy and Goals Policy/Regulations.
Action Required:	Further discussion tabled until later
Old – Review update on 4000 Personnel Services	On behalf of Rachel Dawson, HR Director, Dr. Anderson reported that the 4000 P/R are still being reviewed and asked that council members email suggested changes and recommendations to Rachel.
Action Required:	Members to email changes to Rachel.
Old - recommendations regarding Financial Operation – Regulation 3150	Justin and Shelly presented their concerns and proposed changes. Discussion included but not limited to the following: Procurement cards – need to communicate (train) this new procedure. What is a payment request? Need to use same terminology. How do we control procurement cards? New VP of Finance and Administration will need to review. What are direct pay invoices? No communication of process for departments to maintain documentation of quotes obtained. Is this needed? Should it just be the Business office? Numerous terms and processes that need to be included in training, defined, etc. Consistency, terminology, training and communication issues need attention.

Action Required:	Recommendation – Justin will provide notes, questions and concerns to Dr. Anderson for referral to the owner of Financial Operation Regulations.
Old – update on FY20 budget	Dr. Anderson Board received the council’s recommendations, which they are considering.
Action Required:	
Old – staff parking	Because of new IRS taxes assessed on designated parking, the Board of Trustees recommended at its special meeting on March 12 to discontinue staff parking. Dr. Anderson sent employees an email about this change prior to spring break. This topic is no longer an issue.
Action Required:	None – issue is closed.
Old – follow up on other topics: Lub Dub participation Employee pictures Transparency of College Council Canvas transition Morale concerns Late start option Name for road on south side	<p>Lub Dub – Sherlyn announced April 8 is deadline for discount registration fee. Employees participating encouraged to meet for picture by registration table at the event.</p> <p>Employee pictures in internal directory associate with email addresses in Outlook. New one-card system may offer solution.</p> <p>Including council meeting notices/agenda in This Week at SFCC helps to provide transparency.</p> <p>Blackboard to Canvas issues – issues resolved organically. Faculty are receiving additional training from Canvas</p> <p>Morale issues – HR is working to provide training that defines employee roles and laws related to those roles. Sessions will be held during professional development.</p> <p>Late start option gives added flexibility when weather improves quickly. Likely used in rare situations. Members asked to solicit feedback for next meeting.</p> <p>Road name referred to facilities management</p>
Action Required:	Gather late start feedback.
New - exam proctoring software and HLC concern regarding rigor across all class formats	Beverly Marquez (requested to defer to the May 3 meeting because she is not able to attend this meeting)
Action Required:	None at this time
Other topics as time allows:	<ul style="list-style-type: none"> • Dr. Anderson provided a brief overview of Campus Employee Satisfaction Survey (CESS) results. Darci will report detailed results at later date. 181 full-time employees responded (70.8%). Overall, a slight increase in those who are satisfied or very satisfied. She noted one comment that council is only addressing policies and regs and not providing employees a voice in decision-making. • Dr. Anderson shared that an employee had talked to a trustee about hearing offensive language coming from electronic jukebox in

	<p>the Parkhurst Student Commons. Jukebox company was directed not to include selections with explicit language. Company made update to address the problem. In reference to this incident, Dr. Anderson asked the council to help communicate to constituents that concerns or complaints are most efficiently handled by using the report forms in mySTAR > Campus Resources > SFCC Compliment/Complaint form link.</p> <ul style="list-style-type: none"> • Higher Learning Commission accreditation update – after minor fact corrections to its draft report, final report has been received, and SFCC has met all components and requirements giving the college continued accreditation status for another 10 years. Moving forward we will need to decide which method we will use – the standard pathway (path we just completed) or open pathway. Standard has a mini report every four years requirement. Open may be an every 10 years process. • Dr. Anderson reported the college will close July 5 this year. Goal is to fill VP of Finance position by May 15. Other open positions are being actively discussed by ELT.
Action Required:	None
Adjournment	About 3:30 p.m.

Next meeting: Friday, **May 3, 12:30 p.m.**, Hopkins Boardroom. Because this is same day as the Instructor, Adjunct and Staff of Year awards ceremony, meeting will at 12:30 p.m. instead of 1 p.m. and end by 2:45 p.m. Need to discuss replacing Sherlyn, Becky and Shelly for next year’s council.