



**College Assembly Meeting Minutes**

Bldg. 21, Rm. 107

Tuesday, March 24, 2015

**PRESENT**

Kezia Clark, Tawny Dotson, Janet Holm, Dean Kelly, Jason Kruse (Vice Chair), Cris-Jon Lindsay, Dr. Joyce Loveday, Josie Meyer, John Moyer (Communications), Linda Rick (ASG Administrative Officer), Kathryn Smith (Chair), Tiffany Windmeyer and Mary McCune (note taker)

**ABSENT**

Kandi Bauman, Li Li Cutler, Matthew Dahl (ASG Vice President), Debra Ewald, Lisa Fortson, Elaine Holster, Denise Klug, Patricia Lange, Kristin Martindale, Roger Nix, Trent Reid (ASG Legislative Officer), Loreta Sandoval, Charles Sawyer (ASG Clubs Officer), Tanya Sorenson, Maureen Sparks, Katie Stock (ASG President), and Kate Wendland

**CALL TO ORDER**

Chair Kathryn Smith called the meeting to order at 3:05 p.m.

**PREVIOUS MEETING NOTES**

Chair Smith postponed approval of the February 24, 2015, meeting minutes until the April College Assembly meeting, as attendance at today's meeting did not meet the minimum requirement necessary to conduct business.

**BUSINESS**

Student Absence for Reasons of Faith or Conscience - Proposed Policy and Procedure

Dr. Joyce Loveday presented the proposed Student Absence for Reason of Faith or Conscience policy (see handout # 1). She said the policy is mandated by the legislature; although CPTC determines how it will be set up. CPTC created a policy and set of procedures for students. A separate policy and set of procedures for the faculty and staff is forthcoming. Review and discussion followed.

Dr. Loveday explained the policy and its procedure will post simultaneously, which is different from the norm of posting policies first and procedures afterwards. Due to the subject matter and specific timelines stated in the documents, posting the policy and its procedure concurrently will enhance the reader's understanding of the material. Dr. Loveday asked if there were any objections. None were noted.

Input on Proposed Orientation Model

Dean Kelly attended today's meeting to receive input from the Assembly on the proposed Orientation Model he presented at last month's Assembly meeting. Chair Smith opened the floor to comments. John Moyer began by reviewing written comments he received from an

Assembly member, who was unable to attend today's meeting (see handout # 2). Review and discussion followed.

Mr. Moyer said making attendance mandatory could be problematic and gave examples of scenarios that might arise. He suggested Program Information Sessions, New Student Orientations, and College 101 be clearly defined. He recommended CPTC smooth out the orientation process to reduce hurdles students have to overcome. Other comments and suggestions included:

- Add an evening orientation to accommodate students who work during normal business hours and attend evening classes.
- Make the orientation primarily student and staff driven with less emphasis on faculty involvement.
- Orient students to the campus amenities such as the library, student store, food and beverage services, and how to log into Canvas.
- Weigh the pros and cons of offering a check-off method versus funneling students through buffet-style stations.
- Differentiate program orientations from college orientations.

Mr. Kelly thanked the Assembly members for their ideas, suggestions, and time. He will share the ideas and suggestions with the subcommittee at their next meeting.

#### Prospective New Member

Chair Smith introduced the newest College Assembly member, Tiffany Windmeyer. Ms. Windmeyer is CPTC's Career Development Coordinator. She gave a brief overview of her background and was warmly welcomed.

#### Cabinet Report

Vice Chair Jason Kruse sent an email to College Assembly members prior to today's meeting (see handout # 3), which detailed topics covered at the March 9, 2015, and March 23, 2015, President's Cabinet meetings. He directed Assembly members to contact him with questions and noted no College Assembly business was discussed at the Cabinet meetings.

#### College Assembly Bylaws

Chair Smith, Vice Chair Kruse, and Mr. Moyer reported they met with Dr. Lonnie Howard to go over the College Assembly's draft Bylaws (see handout # 4). Chair Smith gave a brief recap. She said certain redundancies were removed from the document, confusing language was cleared up, and changes were made based on Dr. Howard's suggestions. Changes included reducing the quorum from 60% to 50% plus one (1) person. Students were removed from the requirement for quorum; however, student voting rights were maintained. The College Assembly will form committees and subcommittees on an as-needed basis. The number of College Assembly members was increased to cap at twenty-five (25). A larger membership offers more opportunity for input, communication, and feedback. It also provides room for members representing unions and unrepresented staff and faculty. Chair Smith stressed the need to add a member from the South Hill Campus and IUOE.

Chair Smith discussed the College Assembly's Statement of Authority that she received from the Assistant Attorney General (AAG). She pointed out the fact that the College Assembly doesn't have authority, per se. Rather, the Assembly's primary function is to advise the President. The Statement of Authority will be added to the Bylaws draft document.

Assembly membership term length is two (2) years; expect for student representatives, which is capped at one (1) year. One-half of the membership can rotate annually; however, that's not a requirement, and, therefore, a member may serve multiple terms.

Vice Chair Kruse will email the draft Bylaws document to Assembly members for review and input. After the members' comments are incorporated, the document will post for the College to review. The goal is to approve the Bylaws at the next College Assembly meeting. Approval of the Bylaws is an important piece of Accreditation with regards to Shared Governance.

Chair Smith opened the floor to comments. Josie Meyer commented the Statement of Purpose appears to be rather vast and vague. Chair Smith said the first part of the Statement of Purpose is the College Assembly's Mission Statement, which was reviewed in detail with Dr. Howard.

Ms. Meyer asked how and who decides what topics should be reviewed by the College Assembly. Chair Smith stated the College Assembly's primary and immediate task involves developing a process of assessment to determine if Mission Fulfillment has occurred. Mission Fulfillment means fulfilling CPTC's mission as it relates to the College's three Core Themes of Workforce Preparation, Student Success, and Institutional Excellence. Representatives from the three (3) Core Theme Teams will attend the April meeting to report on the Core Themes. Otherwise, how and who decides what topics should be reviewed by the Assembly is yet to be determined. Chair Smith described it as an organic process at this point in time.

Ms. Meyer inquired about attendance at College Assembly meetings. Mr. Moyer stated he and Chair Smith will monitor attendance and contact members who are frequently absent.

### **GOOD OF THE ORDER**

Chair Smith reviewed the tasks to be completed:

- Mr. Moyer will email the draft Bylaws document to all Assembly members.
- Assembly members will review it and respond with input, comments, and suggestions.
- The Bylaws will then be posted for the College to review and provide feedback.
- The College Assembly will review those comments and feedback at the April meeting.

The goal is to vote on the Bylaws at the April meeting to sync up with Accreditation matters.

The next College Assembly meeting will take place on Tuesday, April 28, 2015, at 3:00 p.m., in Building 21, Room 107.

Meeting was adjourned at 3:55 p.m.