



## **College Assembly Meeting Minutes**

Bldg. 21, Rm. 107  
Tuesday, April 26, 2016

### **PRESENT**

Michelle Barre (Member)  
Daniel Creech (Member)  
Tawny Dotson (Guest)  
Lisa Fortson (Member)  
Shelby Fritz (Guest)  
Kevin Kildun (Member)  
Jason Kruse (Chair)  
Cris-Jon Lindsay (Member)  
Kristin Martindale (Communications Officer)

Mary McCune (Note Taker)  
Myra Morales (ASG 2015-16 President)  
Loreta Sandoval (Member)  
Kathryn Smith (Member)  
Roxanne Sou (Member)  
Maureen Sparks (Member)  
Kate Wendland (Member)  
Tiffany Windmeyer (Member)

### **ABSENT**

Kezia Clark (Member)  
Janet Holm (Member)  
Elaine Holster (Member)  
Patricia Lange (Member)

John Moyer (Member)  
Jen Peterson (ASG 2015-16 Vice President)  
Erica Sherwood (ASG 2015-16 Leg. Officer)  
VACANT (Vice Chair)

### **CALL TO ORDER**

Communications Officer Kristin Martindale called the meeting to order at 3:09 p.m.

### **PREVIOUS MEETING NOTES**

Chair Jason Kruse asked for questions or comments on the minutes from the February 23, 2016, and March 22, 2016, College Assembly meetings. None were noted. A motion to approve the minutes was made by Kathryn Smith, seconded by Cris-Jon Lindsay, and approved unanimously.

### **GUEST PRESENTATIONS**

#### Strategic Enrollment Planning Council (SEPC)

Tawny Dotson gave an overview of the makeup of the Strategic Enrollment Planning Council (SEPC) and its efforts to increase institutional growth and meet our enrollment challenge. As part of that effort, the SEPC created three steering committees to address (1) Recruitment, (2) Retention, and (3) Academic Program Mix. The steering committees conducted open forums to provide an opportunity for faculty and staff to weigh in on each area of focus. This undertaking resulted in over two hundred and forty (240) suggestions and ideas, which will be evaluated for feasibility, expense, range of impact, speediness of implementation, and then they will be prioritized accordingly. Discussion followed.

### Telework Policy Procedure

Ms. Dotson gave an overview of the newly developed Telework Procedure (handout # 1). She explained the reason for creation of this new procedure is two-fold. First, to ensure the College is in compliance with Governor Inslee's Executive Order, which states all Washington State agencies shall maintain and implement a written policy that defines specific criteria and procedures for telework. Secondly, Telework will be added to the menu of benefits offered to CPTC employees in the hopes it will help the College retain talented individuals who desire a more flexible work and home balance. Ms. Dotson noted the proposed Telework Procedure is mainly geared toward staff. Review and discussion followed.

Ms. Dotson reported the Telework Procedure has been presented to the Direct Reports and to ASG. ASG opted to not review it, as it does not apply to students. After presentation to the College Assembly, the Telework Procedure will undergo the College's process for proposed policies. Ms. Dotson asked for comments or suggestions. None were noted. Chair Kruse moved that the College Assembly approve the proposed Telework Procedure. The motion was approved unanimously.

## **REPORTS**

### Chair Report

Chair Kruse reported the College Assembly Officers met and began the process of organizing their job tasks. He attended the President's Cabinet meeting but had nothing to report because normal Cabinet business was paused to interview the VPSS candidates.

### Vice Chair Report

Chair Kruse stated there is nothing to report at this time.

### Communications Report

Ms. Martindale stated there is nothing to report at this time.

### Budget Committee Report

Lisa Fortson reported the Budget Committee completed the budget review process. Ms. Dotson stated final budget decisions will be made after the College receives its state allocation and that figure is expected to remain flat. Ms. Fortson reported the Budget Committee will reconvene in two (2) months to begin work on next year's budget process. She invited Assembly members to contact her with suggestions and ideas to improve the budgeting process.

### Department Chair Task Force Report

Maureen Sparks reported the Department Chair Model will continue in the pilot phase for one (1) additional year to allow time for the new Department Chairs to evolve in their positions. Initially only two (2) Department Chairs were selected, then later three (3) more were added, and now the final two (2) positions were posted on April 26, 2016. The Task Force determined all seven (7) Department Chairs should be in place for one (1) full year before deciding whether or not to transition the pilot phase to permanent status. A survey was sent to faculty and staff currently working with a Department Chair. Fifty-six (56) responses were received, of which, eight-five percent (85%) stated the Department Chair Model is a worthwhile endeavor and recommended the College proceed with implementing it college wide.

### Associated Student Government (ASG) Report

ASG President, Myra Morales, encouraged College Assembly members to nominate individuals for eight (8) awards to be presented at the 2016 Student Awards Ceremony. The nomination process is simple. Students, faculty, and staff can visit the online submission page, answer a few questions, and submit their nominations. The deadline for nominations is Friday, May 13, 2016. The award categories include:

- Outstanding Student of the Year
- June Stacey-Clemons Advocate of the Year
- Student Organization of the Year
- Faculty Member of the Year
- Transformation Award (Staff Nominated Only)
- Academic Excellence (Faculty Nominated Only)
- Service to the Community Award (Faculty & Staff Nominated Only)
- Academic Excellence Award (Faculty Nominated Only)

President Morales invited College Assembly members to participate in the first CPTC Staff vs. Students Kickball Tournament scheduled to take place on Wednesday, May 11, 2016, from 4-5:00 p.m. on the field outside Building 23. Faculty and staff can register to participate by contacting Alison Pau at [alison.pau@cptc.edu](mailto:alison.pau@cptc.edu) or 253-589-5762.

### **OFFICER ELECTION**

Chair Kruse reported Tiffany Windmeyer has volunteered to serve as the College Assembly Vice Chair and moved that the College Assembly approve Ms. Windmeyer for this position. The motion was approved unanimously. Chair Kruse congratulated Ms. Windmeyer and thanked her for stepping-up to fill the position vacated by Josie Meyer.

### **OLD BUSINESS**

#### College Assembly 2016 Priorities Paper

Chair Kruse reported the College Assembly 2016 Priorities Paper is a work in progress and presented ideas the College Assembly can focus on (handout # 2). Review and discussion followed.

#### College Committees List

Chair Kruse reported he obtained a master list from Elaine Holster of all committees at CPTC. He is working on building a list for the College Assembly that will exclude committees involving the Federation of Classified Employees (Union Local 4789), AFT Professional Staff (Union Local 6431), International Union of Operating Engineers (Union Local 286), and Federation of Teachers (Union Local 3913). After the list is finalized, the College Assembly will determine which committees the College Assembly wants to weigh in on. Chair Kruse clarified the difference between a “task force” and a “committee.” A task force typically has a specific objective and limited timeline and a committee is an ongoing entity.

College Assembly Bylaws Proposed Amendment

Chair Kruse reported the College Assembly Officers are working on the proposed amendment to Article III Membership Section 3.04. It will be ready for review at the May 2016 College Assembly meeting.

**NEW BUSINESS**

Presidential Search

Chair Kruse asked to what degree the College Assembly will be involved in CPTC's college president search process. Ms. Dotson reported the Board of Trustees will put together a transition plan that will be shared with the College community. In the meantime, Ms. Dotson encouraged the College Assembly to complete the 2016 Priorities Paper so it can be presented to the candidates. She encouraged the College Assembly to invite a member of the President's Leadership Team to attend future College Assembly meetings and provide updates on the presidential search.

**GOOD OF THE ORDER**

The next College Assembly meeting will take place on Tuesday, May 24, 2016, at 3:00 p.m. in Building 21, Room 107.

The meeting was adjourned at 4:10 p.m.