



College Assembly Meeting Minutes
Bldg. 21, Rm. 107
Tuesday, August 25, 2015

PRESENT

Kezia Clark, Tawny Dotson (Guest), Lisa Fortson, Janet Holm, Elaine Holster, Kevin Kildun, Jason Kruse (Vice Chair), Patricia Lange, Cris-Jon Lindsay, Dr. Joyce Loveday (guest), Kristin Martindale, Josie Meyer, John Moyer (Communications Officer), Kathryn Smith (Chair), Maureen Sparks, Tiffany Windemeyer, and Mary McCune (Note Taker)

ABSENT

Daniel Creech, Roger Nix (Past Chair), Nathan Pickens (ASG Vice President), Loreta Sandoval, Erica Sherwood (ASG Legislative Officer), Kate Wendland, and André Williams (ASG President)

CALL TO ORDER

Chair Kathryn Smith called the meeting to order at 3:00 p.m.

PREVIOUS MEETING NOTES

Chair Smith asked for questions or comments on the minutes from the July 28, 2015, College Assembly meeting. None were noted. A motion to approve the minutes of the College Assembly's meeting on July 28, 2015, was made by Maureen Sparks, seconded by Tiffany Windemeyer, and approved unanimously.

NEW BUSINESS

President's Cabinet

Jason Kruse

Vice Chair Jason Kruse provided a report on the August 10 President's Cabinet meeting. He was unable to attend the August 24 meeting and referred Assembly members to read the meeting notes posted online.

Membership Committee

Cris-Jon Lindsay

Cris-Jon Lindsay provided an update from the Membership Committee. They have met twice since the last College Assembly meeting and completed Phase I of their assessment. He began by reading from Article III Section 3.01 of the College Assembly Bylaws:

The College Assembly is a body consisting of elected and appointed members representing the College community. Assembly size will be no greater than 25 members and shall consist of the following distribution of participants: faculty, staff (IUOE, Classified, AFT Professionals), and students. Additionally, membership will include a diverse representation of cultural background, tenure at the college, age, and gender. A representative from the President's Cabinet shall also serve as an ex officio member.

Mr. Lindsay discussed the proportional makeup of the Assembly (see handout # 1) and the manner by which individuals become members of the Assembly. He voiced concern that the Bylaws do not specify the percentage by which the participating groups are to be represented, which could lead to unfair and inequitable representation and a supermajority voting bloc. Review and discussion followed. Chair Smith stated her preference is to avoid specificity and use a guideline rather than hard and fast rules. She is happy with the work the committee has done thus far. Mr. Lindsay stated the committee will begin work on Phase II.

Shared Governance

Tawny Dotson

Tawny Dotson praised the accomplishments achieved thus far towards obtaining Shared Governance at CPTC. The achievements are due to College-wide collaboration and include:

- August 2014 – Formalized policies and procedures review process.
- December 2014 – Finalized the President's Cabinet Bylaws.
- February 2015 – Updated ASG's financial code.
- February 2015 – Formalized a Budget Committee process.
- April 2015 – Formalized the College's Strategic Plan monitoring process (Taskstream).
- April 2015 – Updated and approved the ASG Bylaws.
- May 2015 – Finalized and approved the College Assembly Bylaws.

Ms. Dotson and Chair Smith will meet with the ASG representatives at a later date to work on roles and areas of responsibility involving Policies & Procedures, Budget Process Committee, Shared Governance Framework, and Continuous Improvement.

Campus Smoking Policy

Josie Meyer

Josie Meyer asked if the College Assembly is interested in helping to evaluate CPTC's smoking policy (see handout # 2). Review and discussion followed. The consensus was to make a determination at the next College Assembly meeting when ASG is represented.

Strategic Planning

Tawny Dotson

Ms. Dotson gave an update on Strategic Planning. Taskstream will be used to monitor the College's Strategic Planning process. Dr. Joyce Loveday remarked there will be more information about Taskstream presented at the Fall Professional Service Day.

GOOD OF THE ORDER

Ms. Dotson reported on the work being done by our new Grant Development Manager, Richard Hines. She also summarized the efforts the Foundation is making towards their Annual Request process.

Ms. Dotson discussed the theme of this year's Opening Day festivities, which is "Operation Student Success." Opening Day will take place on Friday, September 18, beginning at 8:00 a.m. in the McGavick Conference Center. There will be lots of food and plenty of bacon.

Dr. Loveday gave a brief overview of two possible dates being reviewed for the June 2016 Commencement Ceremony, which will take place at the Tacoma Dome. One date is Saturday,

FINAL MINUTES

Approved at 09/29/15 Meeting

June 18, 2016, in the mid-morning and the other date is Wednesday, June 22, 2016, in the evening. A final decision has yet to be made.

Dr. Loveday announced there will be an evening Program Information Session scheduled this fall, in the hopes of capturing potential students who are unable to attend the daytime sessions. The first evening Program Information Session will take place on Wednesday, October 28, 2015, from 3:00 p.m. to 7:00 p.m.

Janet Holm announced the 2016 Career Conference will be renamed to reflect its primary focus, which is middle school and high school students. The new name under consideration is Student Showcase. Attendance has skyrocketed from the original 50 attendees fourteen years ago to over 3,600 attendees at the 2015 event.

Chair Smith asked if the date of the next College Assembly meeting, scheduled for Tuesday, September 22, 2015, can be changed to Tuesday, September 29, 2015, to better accommodate workloads, because the original date lands on the second day of Fall Quarter. A motion to approve the date change was made by Ms. Sparks, seconded by Kezia Clark, and approved unanimously.

The meeting was adjourned at 4:17 p.m.