

COLLEGE MEETING MINUTES

Friday, December 7, 2007

Approval of October 26th College meeting minutes.

Announcements

- Cindy Summers: United Way – we raised \$3,322.60. Drawing winners are Theresa Mountel (Brown's Sweatshirt), Rick Yoder (\$50 gift certificate to Barnes & Noble and the United Way parking spot). December 15th is the Old Fashioned Farmhouse Holiday event – 4pm to 7pm open house.
- John Lorson: The latest edition of Wayne Essence is out. Sue Horn and John Lorson would like to thank the 23 contributors and Carolyn Freelon for laying it out.
- Kevin Engle: December 14th is the deadline for the Distinguished Alumni Award nominations.
- Amy Mast: Ann Martin is officially full-time and has taken over Angie Booth's position.
- Paul Weinstein: Facilitators are needed for the spring semester Ripped from the Headlines. Email Paul if you are interested.

Akron Campus Committees

- CPAC
 - No Report
- Faculty Advisory to President
 - The president advisory committee continues to discuss the journal articles assigned to us last year.
- Faculty Advisory to Provost
 - No report
- Faculty Senate
 - No report
- GEAC
 - No report

Wayne College Committees

- College Well Being
 - The Committee meets the first Wednesday of each month at 2:00 p.m. Joe Wilson attended an audio conference at Akron titled "A Unique Approach to Health Promotion" by Penn State Universities Employee Benefits Division with Dean Kristofco. Joe and the Dean had a follow-up meeting to discuss ideas for Wayne College's Wellness Plan. The Committee is finalizing a spring schedule of events for February, March, and April. Topics will relate to the prioritized list of wellness topics and will include Being Healthy, Stress, and Exercise. The Committee is investigating a "Know Your Numbers" health screening for employees. Joe plans to contact Red Cross and Dunlap Memorial for more information. Alan Boettger is working on an employee wellness link that will feature information and links to local, college, and university wellness related activities. Joe Wilson, Alan Boettger, and Jackie Ashbaugh plan to attend the Wayne Safety Council Wellness Series.
- Continuous Improvement
 - No Report
- Institutional Effectiveness
 - The Institutional Effectiveness Committee met on November 16. Popovich indicated that a call had been put out to departments for responses to last Spring's Noel-Levitz survey. Departments were provided a simple template on which to record changes/improvements they had implemented since the 2004 survey that may have resulted in positive impacts on 2007 results. This is an effort to maintain the positive results of the 2007 survey as we continue to improve in these and other areas of the college. Reports are due January 7.

The Committee reviewed the latest strategic plan updates. Please consult the Strategic Plan website on the College webpage to access these. The areas listed in the final "tier" of the Strategic Plan "tree" are asked to submit their draft plans through their administrative lines by December 31.

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Dean Kristofco informed the committee that we have received our formal notice from the HCL regarding our self-study and site visit, scheduled in 2011. The Committee had received and reviewed documents from the College's 2001 HLC self-study and site visit. Based on these and ensuing discussion the committee agreed that a similar process would be beneficial to the upcoming study. The Committee will refresh the planning documents with the intent of presenting a proposal for our self-study process to Dr. Taylor, our HLC liaison, during the March HLC Annual Meeting in Chicago.

The next IE Committee meeting is scheduled for December 12 at 8:30 a.m. in C-110.

- Contract Professional
No Report
- Staff
No Report
- Faculty
No Report
- Student Senate
No Report
- College Council

College Council met on November 30th. Clarification of the bookstore's operating hours was discussed and further discussion will take place. Student concerns/issues/complaints and service standards was also discussed. The question of the number of staph infections came up. Tami: Last spring we started using a new cleaning product that has a higher sanitizer standard. In August, we started using a fogger in the locker rooms, etc. that is a hospital grade disinfectant on touch points. We would like to try to get educational posters up that will remind students/faculty/staff to wash their hands.

QUESTIONS: Helen Walkerly: How often are the table tops in the classrooms sanitized?

Doug Woods: Recommendation to have waterless urinals. This would save millions of gallons of water. With the drive for all new construction to be green, has this been considered for the new building? (Jack: Yes, we are aware but have to keep in mind how it relates to the construction cost? We are looking at the elements of green buildings.)

Updates

Presentation/Discussion on:

- Student Concerns/Complaints/Issues: Memo was handed out and discussed. Jack would like comments/suggestions on the proposal from the College.
 - ⇒ Hard phone line in each classroom
 - ⇒ Emergency contacts seem to not be able to get a hold of quickly in an emergency
 - ⇒ Is there an officer on duty during all classes being held?
 - ⇒ Maybe have first responders on duty when an officer is not available
 - ⇒ Stickers on each phone with emergency contact number, as tech support is
 - ⇒ Phones that are in the classrooms do not always work
 - ⇒ Is there is a defibrillator on campus? It is in the police officer's office.
 - ⇒ Those who are trained and knew where the equipment was located could help in the time of need (AED).
 - ⇒ We need clear policies and procedures with training sessions for each of us.
 - ⇒ Change the police officer number to x8911.
 - ⇒ Emergency call boxes are not working. The connection to Akron is the problem and we are working on it.
 - ⇒ Used to have an emergency manual – maybe check on the University's liability?
- Service Standards – all college email to come out

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- Student Communications
 - ⇒ Breakout Sessions – how we respond/provide information to students – emergency information, information about registration/deadlines/enrollment information, information on opportunities available to them/engage beyond curriculum. All brainstorming ideas will be referred to the Student Communications Task Force.

Dean's Update

- \$10,000 grant was received from the National Endowment of the Arts (Shakespeare Festival)
- Spring enrollment is up 8% (this time last spring)
- Service Standards – all college email will be sent out with the information received

Old Business, New Business, Good of the Order

Attendance

| | |
|----------------|---------------|
| Ackerman | Minc |
| Andes | Nagy |
| Ashbaugh | Obiekwe |
| Boettger | Pleuss |
| Brinker | Popovich |
| Carmony | Rufener |
| Cooper | Schoffman |
| Engle | Shallenberger |
| Freelon | Smith |
| Hammond | Summers |
| Holz | Teague |
| Horn (Excused) | Turner |
| Hothem | Turning |
| Kristofco | Uitto |
| Lerch | Vierheller |
| Livengood | Virgili |
| Loesch | Vogley |
| Lorson | Wadia |
| Lowe | Walkerly |
| Malavite | Webb |
| Maroli | Weinstein |
| Martin | Whitsel |
| Mast | Woods |