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**Wayne College Council
Meeting Minutes
January 25, 2008**

Present: Jack Kristofco, Paulette Popovich, Cathy Cooper, Chrystal Hummel-Mizer, Patsy Malavite, Lindsie Webb, Theresa Mountel, Barbette Lloyd

I. The agenda was approved.

II. The minutes of the 12/17/07 meeting were approved.

III. Reports

College Well-Being: Cooper reported that the committee had not met since the last CC meeting. The next meeting is scheduled for February 6. Kristofco reported that the University Benefits Committee is discussing a University smoking policy. We will try to get representation and input to that discussion based on opinions, information, etc. we gather from folks here at Wayne College via a survey or other tool.

Continuous Improvement: The committee is reviewing facilities usage processes and the form. A brochure is being developed by Cindy Summers to help guide event planning. A major event calendar for the College is under discussion with the goal of establishing a calendar in late summer for the following year. CI meets next on February 25.

Institutional Effectiveness: The committee met on 12/12 and discussed the HLC Self-Study model. The committee has determined that basing the upcoming self-study on the model established for the 2004 study is valuable. The committee is currently working in small groups to better articulate the model and will discuss that at the next meeting scheduled for January 28. The goal of the committee is to take a plan for our self-study to our Commission liaison, Dr. John Taylor, for preliminary approval at the HLC Annual Meeting in April. Kristofco, Popovich, and Vierheller will attend that meeting this year.

Staff Constituent: Mountel reported the group met on January 23. Policies regarding sick leave and vacation leave were discussed. There is a University committee discussing possible changes in these leaves that would benefit staff. The issue of the title of "staff emeritus" was discussed and explored. The group is exploring avenues for recommending University rule changes that would provide for an honor for exceptional staff members at their retirement. The University rule currently prohibits the inclusion of staff for emeritus status. A website is also in development that would provide updates on actions of University Council. Staff fee remission inequities were also discussed and the group is exploring avenues for taking recommendations for rule change forward. A new meeting time is being investigated with the hope of attracting more Wayne College staff members to staff meetings.

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Contract Professional Constituent: no report

Faculty Constituent: Faculty Committee met 1/23. Topics discussed included: RTP guideline revisions, new faculty positions, technical programs, class enrollment limits, and the bookstore. Barnes and Noble will host an event for faculty on February 6; there may be some issues with that date for some faculty so an alternative will be explored.

Student Senate: The Senate will meet this term on Mondays at 11:30 a.m. Upcoming events include a Lincoln impersonator, a Community Coffee, Black History Month event planning, and the WKDD Money Machine.

Task Forces: No reports

Dean's Comments: Next Friday afternoon a group from Stark State Community College will be here to discuss possible partnerships. We have met with them twice already, including a conversation about a possible MOU. All conversations have been very positive.

Next Tuesday Kristofco and Lowe will make the annual College budget presentation to University central administrators. This is not a budget request but an overview of the planned budget to be submitted for Board of Trustee approval later this year.

We anticipate working with 14-15 high schools for dual credit programming next year.

A new Dean's Scholarship has been established. It will award a \$3000 scholarship to a high performing senior at each of our local high schools.

The Annual Performance Evaluation process is about to start. Supervisors will discuss the process in a meeting on Wednesday, 1/30. The deadline for submitting completed evaluations to HR is in March.

Strategic Plan sub-plans continue to come in. The goal is to have all of them up on the web by January 31.

Enrollment is almost 1800 with almost 15,000 SCH—this is up compared to last spring. It also represents three terms in a row of increased enrollments (Summer 07, Fall 07, and Spring 08).

IV. College Meeting

The student communication discussion will continue. We will return to the discussion we started regarding handling student concerns. In response to the discussion at the last College meeting regarding dealing with urgent situations, an Emergency Response Work Group has been formed with the goal of establishing policies, guidelines and procedures by the end of the year. The group includes: Jack Kristofco, Paul Weinstein, Emily Rock, Tami Lowe, Scott Kerr, Lorrie Graham, and Pat Collins. An adjunct faculty member will be added to the group. Mark Beers, Coordinator of Emergency Management from the University department of Environmental and Occupational Health and Safety,

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met with several folks last week to share University policies and advice for developing these kinds of plans. Service Standards will also be a part of the College meeting discussion. Cindy Summers will also report on the new building "slogan contest."

V. Action Items

None are currently before the Council

VI. No Discussion Items

VII. No Old Business

VIII. New Business

See Emergency Response Work Group information in the Dean's comments. Cooper reminds everyone that Accident Report forms are available in the Office of Academic Affairs or from our police officers. These **MUST** be completed any time there is any kind of an accident or injury of an employee on campus.

The Educational Innovations Task Force will report at the March 28 College meeting. That group will meet with the College Council at our meeting prior to the 3/28 College meeting.

IX. Good of the Order

MCUC update: Jack will include an update on the Medina County University Center at the College meeting. Bill Clark has done an analysis of enrollments to determine if the Center is taking our enrollments and while it appears some of our students are opting to take classes there, they may be enrolled in our sections and , if not, we have recouped those enrollments via new enrollments in our classes being offered there.

Next College Council Meeting is scheduled for February 11 at 10:00 a.m. in F-103.

Respectfully submitted,
Paulette Popovich, Recorder