



College Affairs Committee

Date: October 20, 2016
3:00 – 4:30pm
 Location: Coats Campus Center 116

Attending		Absent
John Liccardo, Chair		
President Shirley Metcalf		Tim Peterson
	Matt McCoy	Betsy Julian
Sara Evans		Brynne Pierce
Carol Higginbotham		
John Mundy		
Seana Barry		
Forrest Towne		
Katie Perez		
Erica Waldbillig, Recorder		

Chair John Liccardo called the meeting to order at 3:00pm.

1. Introduction of committee members and review of CAC charge and processes

- A. Introductions
- B. Review of charge of committee & how business is done
 - a. Keep track of who votes and how
 - b. Changes to documents need to be verified before 2nd reading
- C. Other consideration and roles of committee members
 - a. Keep in mind who you are representing
 - b. Question things and participate in active discussions on items presented
 - c. Deadline for agenda items, 1 week in advance to give 5 days for committee to read proposals
- D. Winter and Spring Meeting frequency and dates
 - a. Next meeting moved from November 3 to November 4th 10am – 11:30am.

2. Minutes from June 2, 2016 – John Liccardo

Make adjustments to Diversity Committee changes

Action:

Motion – Approve Minutes for June 2, 2016 - final

Motion made by Seana Barry, seconded by Sara Evans

Motion passed unanimously by all members present

3. Policy for Revising Policies and Procedures (2nd Reading) – Tim Peterson



Discussion:

- Quarterly CA Chair announces changes to GPM
- If announcements of changes are not done what kind of recourse do employees have?
- Publishing piece – can we insure that this is done?
- Tim will add language that minimum requirement for publishing of changes will go to Comlines

Action:

Motion – Approved 2nd reading Policy for Revising Policies & Procedures with minor changes

Motion made by Katie Perez, seconded by Seana Barry

Motion passed unanimously by all members present (2nd Reading)

4. Membership of Academic Affairs (2nd Reading) – Tim Peterson

Discussion:

- Change title of Committee Recorder to Committee Specialist
 - Responsibilities: Note taking, archiving, schedule, tracking approvals, web site
 - Standing Appointment position
 - Moving toward all Policy Committees to having a Committee Specialist to create consistency from year to year
- Should this be added to the employee’s job description but this could create other issues

Action:

Motion – Approved 2nd reading of Membership of Academic Affairs

Motion made by Seana Barry, seconded by Forrest Towne

Motion passed unanimously all members present (2nd Reading)

5. Proposal for a Shared Governance Web space (1st reading)

Discussion:

- John questioned whether the CAC should decide if web space should be given to committees
- Committee decided this was not part of their charter

Action:

Motion – Rescind motion to Ron Paradis or Alicia Moore

Motion made by Katie Perez, seconded by Seana Barry

Motion passed unanimously by all members present (Rescind)



6. College Planning Team (CPT) and Theme Teams (TT) revision of charge (1st reading)-Brynne Pierce & Betsy Julian

Discussion:

- Academic Plan and Facility Plan, CPT is over whole institution
- Master calendar – change the word “master” out of the 4th bullet point to “Institutional”
- Attempt to keep one members from each theme team on College Planning & Assessment Team (CPAT)
- Net loss of members on committees by disbanding Theme Teams
- Facilitating Group – Informing the College on what we are doing and where we need focus, College Planning & Assessment Team (CPAT) include new strategic plan in next cycle
- Connect Strategic Plan to Academic plan and Master plan

Action:

Motion – Approved 1st reading College Planning Team & Theme Teams revision of charge

Motion made by Forrest Towne, seconded by Sara Evans

Motion passed unanimously by all members present (1st Reading)

Meeting adjourned 4:23pm.

NEXT MEETING: November 3rd, moved to November 4th, cancelled
December 1, 2016, BEC Boardroom