Leadership Council
Meeting Minutes, July 30, 2015

Attendance

Members Present

Ms. Darlene Bullock, Dean and Department Head, Continuing Education
Ms. Melissa Chappell, Executive Director, Foundation
Dr. Randy Egsegian, Dean and Department Head, Public Services
Ms. Constanza Gomez-Joines, Executive Director, Center for the Global Learner
Ms. Penny Gluck, Executive Dean, Orange County Operations
Mr. Patrick Hines, Executive Director/Chief Technology Officer, Information Technology Services
Ms. Lisa Inman, Dean, Student Development and Support
Mr. Tom Jaynes, Senior Vice President, Institutional Advancement and Support
Dr. Teri Kaasa, Director, Research, Evaluation, Assessment, and Planning
Mr. Andy Kleitsch, Controller, Finance and Administrative Services
Dr. Christine Kelly Kleese, Dean and Department Head, Student Engagement and Transitions
Ms. Tracy Mancini, Dean and Department head, Arts, Sciences, and University Transfer
Ms. Kathy McKinley, Director, Human Resources
Mr. Richard McKown, Director, Facilities Services
Ms. Melissa Ockert, Dean and Department Head, Health Technologies
Ms. Beth Payne, Dean and Department head, Corporate Services
Ms. Carver Weaver, Director, Marketing and Communications
Ms. Charlene West, Associate Dean/Department Head, Business, Education, and Information Technologies
Mr. Matt Williams, Vice President, Finance and Administrative Services
Dr. Peter Wooldridge, Vice President, Corporate and Continuing Education

Members Absent

Ms. Irene Laube, Associate Dean and Director, Library

Guests

Ms. Julie Humphrey, Assistant Director for Reference and Technical Services, Library
Ms. Megan Nicholson, Coordinator, Media Services, Procurement, and Training

Minutes

The previous minutes were approved with one employee title correction.

Agenda Items

1. Noel-Levitz Employee Satisfaction Survey Results
   Teri Kaasa provided a summary of the results from last spring’s administration of the Noel-Levitz Employee Satisfaction Survey. In general, improvements from the Great College Survey were noted, and first reactions from the leadership of the college believe that the current plans for infrastructure and communications improvements need to be fully implemented to realize gains.
2. **Grade Point Average Calculation Procedure**  
Lisa Inman provided an introduction to a new procedure for the calculation of grade point average. This was a first reading. Leadership Council recommend that the policy statement be moved to procedure, to add EFL separate from developmental courses, and to create a legend with the three definitions of calculations for reference online. Comments and suggestions from the entire campus will be considered and incorporated next. See attached.

3. **Material Transfer Agreement Review and Signature Procedure**  
Tracy Mancini provided a final review for a new procedure to follow when the college receives a material grant award or participates in laboratory research as outlined in a Material Transfer Agreement (MTA). This was the second reading. Comments and suggestions from the entire campus have been considered and incorporated, and there were no further suggestions. Leadership Council unanimously endorsed the procedure and it will be posted for implementation.

4. **Grading System Procedure**  
Tracy Mancini and Teri Kaasa provided a summary of the updates to a revised procedure for the grading system specific to the assignment of incomplete grades. This was a second reading after a campus review. Updates included adding "P" as a grade and the option of discretion for deans when making decisions about the threshold for incompletes. Leadership Council unanimously endorsed the new procedure, and it will be posted for implementation.

5. **Academic Freedom Policy and Procedure**  
Christine Kelly Kleese provided a final review of a revised academic freedom policy and procedure, noting that the word “purposeful” was added to address concerns received by faculty. This was a second reading. No further edits were suggested. Leadership Council unanimously endorsed the policy and procedure to move to President’s Leadership Council for review, with the hope of placement on the Board of Trustees’ Agenda for the September meeting.

6. **Policy and Procedures Process Revisions**  
Teri Kaasa introduced suggested revisions to the process for adopting procedures and policies at the college. The specific revisions include shortening of the full college review period from 20 working days to 10 working days along with clarification of councils in accordance with the new college infrastructure. Leadership Council endorsed the revisions and the revised procedure will be posted for implementation.

7. **Substantive Change Procedure Revision**  
Teri Kaasa introduced revisions to the process for substantive change, which is associated with our accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This was a first reading. The procedure will be sent to the campus for a college-wide review.

8. **Planning and Budgeting Timelines**  
Matt Williams introduced a new timeline for planning and budgeting activities for the college. Leadership Council endorsed the timeline, but asked for a full procedure to be drafted which encompasses the use of PIP and BEST systems in the new timeline.

**Announcements and Check-Ins**

- Tom Jaynes announced that the Internal Signage Committee is making good progress toward the plan to install all new signs inside each building on all campuses. As part of this proposal, a proposal has been put forward and reviewed by employees whose work is related, to renumber
campus classrooms using a new, standard system. Building numbers and floors would be easily identified in this new system. For example, Phillips 325 would become 3-125, indicating Building 3, Floor 1, room 125.

- Kathy McKinley announced that the new online applicant tracking system is up and running. New positions are now being put into this system.

Minutes Recorded by Tom Jaynes, July 30, 2015