President's Leadership Council
Meeting Minutes, June 30, 2015

Attendance

Members Present

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. Lisa Inman, Dean, Student Development and Support
Mr. Tom Jaynes, 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. Irene Laube, Assistant Dean, Library
Ms. Tracy Mancini, Dean and Department head, Arts, Sciences, and University Transfer
Ms. Kathy McKinley, Director, Human Resources
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. Darlene Bullock, Dean and Department Head, Continuing Education
Mr. Jim DePalma, Chair, Faculty Council
Ms. Penny Gluck, Executive Dean, Orange County Operations
Mr. Patrick Hines, Executive Director/Chief Technology Officer, Information Technology Services
Mr. Richard McKown, Director, Facilities Services

Guests

Dr. K. Leigh Forell, Colleague Systems Analyst

Minutes

The previous minutes were approved with no changes.

Agenda Items

1. Program Completion and Graduation Requirements Procedure

Teri Kaasa discussed a revised procedure to formalize our graduation requirements for the Associate in Arts, Science, Engineering, and Fine Arts degrees as well as diplomas and certificates. This was a first reading, and the procedure will be reviewed by the entire campus after initial comments are incorporated. Edits suggested by the council included standardization of GPA listed and distinguishing requirements from those that are notes on the Common Articulation Agreement (CAA).
2. **Student Grievance Procedure**

Melissa Ockert and Tracy Mancini provided review of the updates to the procedure for student grievances. Edits from the council included suggestions to add accommodations statements and to delineate where the records are kept. This was a second reading and will now go before the college for a period of review.

3. **Grading System Procedure**

Tracy Mancini provided a revised procedure for the grading system specific to the assignment of incomplete grades. This was a first reading. Edits from the council included separating the table from the policy statement and determining if “NC” and “X” should be listed as course status options. The procedure was referred back to the registration committee for further review.

4. **Material Transfer Agreement Review and Signature Procedure**

Tracy Mancini provided an introduction for a new procedure when the college receives a material grant award or participates in laboratory research as outlined in a Material Transfer Agreement (MTA). This was a first reading. No edits were recommended by the council. Comments and suggestions from the entire campus will be considered and incorporated next.

**Announcements and Check-Ins**

- Matt Williams reminded all the budgets in BEST were due today.
- Kathy McKinley provided a reminder that we now have VAWA training available online. Emails will be sent out to all employees requiring completion of the training. She also informed the council that the online hiring system will soon be up and running. More details soon. Kathy also reminded the group that Human Resources is hosting two summer youth work program students. She would welcome some ideas for placement in various areas of the college.
- K. Leigh Forell informed the group that the Colleague Log In screen would soon look a little different with new icons soon to be installed on the desktop computers. She encouraged all to use the new icons.
- Carver Weaver and Peter Wooldridge informed the group that the marketing materials for Continuing Education would now be postcards instead of a full catalog. The online registration system will soon be up and running for all CE courses.
- Lisa Inman announced several personnel changes in Student Development and Support, noting that Linda Hall would be moving to OCC as the College Liaison for Orange County.
- Peter announced that the Esthetician program has now moved to Main Campus.

*Minutes Recorded by Tom Jaynes, June 30, 2015*