President's Leadership Council  
Meeting Minutes, May 21, 2015

Attendance

Members Present

Ms. Darlene Bullock, Dean, Continuing Education  
Mr. Jim DePalma, Chair, Faculty Council  
Ms. Melissa Chappell, Executive Director, Foundation  
Dr. Valarie Evans, Vice President, Student Learning, Development, and Support  
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, Vice President, Institutional Advancement and Support  
Dr. Teri Kaasa, Director, Research, Evaluation, Assessment, and Planning  
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  
Mr. Richard McKown, Director, Facilities Services  
Ms. Melissa Ockert, Dean and Department Head, Health Technologies  
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

Mr. Andy Kleitsch, Controller, Finance and Administrative Services  
Ms. Kathy McKinley, Director, Human Resources  
Ms. Beth Payne, Dean and Department head, Corporate Services

Guests

None

Minutes

The previous minutes were approved with no changes.

Agenda Items

1. ACA 122 Procedure

Christine Kelly Kleese provided updates to new procedure to document and formalize our current registration practice for requiring ACA 122 for specific entering students. This was the second reading. The procedure was unanimously approved by the council with no further suggestions.
2. **Credit for Professional Credentials Procedure**

Charlene West provided updates to the proposed new procedure to award credit for professional credentials. This was the second reading. Comments and suggestions from the entire campus had been considered and incorporated. The council further suggested adding a statement to direct students to the appropriate person if help was needed with a course that was not already approved as well as further defining the term academic credit. The procedure was unanimously approved by the council.

3. **Employee Holidays Policy and Procedure**

Tom Jaynes reviewed the proposed new policy and procedure to establish college holidays for twelve-month and nine-month employees. This was the second reading. Comments and suggestions from the entire campus had been considered and incorporated. The procedure was unanimously approved by the council with a request for our internal legal advisors to review the question of the naming of religious holidays in the procedure. The policy and procedure were referred to the president for consideration at the next Board of Trustees meeting.

4. **FERPA Policy and Procedure**

Lisa Inman provided updates to the proposed, revised policy and procedure related to student privacy. This was a final reading. Comments and suggestions from the entire campus had been considered and incorporated at this time. The procedure was unanimously approved by the council with one amendment to reference the student grievance procedure. The policy and procedure were referred to the president for consideration at the next Board of Trustees meeting.

5. **Academic Freedom Policy and Procedure**

Valarie Evans provided an introduction to an updated policy and procedure related to academic freedom. This was a first reading. The council recommended removing the second sentence of the policy statement and sending out for college review.

6. **Recruiting and Hiring Employees Policy and Procedure**

Tom Jaynes provided an introduction to a proposed policy and procedure related to recruiting and hiring full-time, continuing part-time, and part-time employees. This was a first reading. Due to multiple concerns and suggested revisions, the policy and procedure were tabled and sent back to the Human Resources Task Force for further revision.

7. **Student Grievance Procedure**

Tracy Mancini and Melissa Ockert provided an introduction to an updated procedure for student grievances. This was a first reading, and multiple questions were addressed, with attention to the advantages or disadvantages of using a grievance committee for hearings as well as the need to make modifications to allow for electronic meetings and documents.

8. **SACSCOC Reaffirmation and Policy Work**

Teri Kaasa provided an overview of the policies and procedures that will need attention in preparation for our reaffirmation of accreditation.

**Announcements and Check-Ins**

Due to the full agenda, there was no time for additional announcements.

*Minutes Recorded by Tom Jaynes, May 21, 2015*