

MINUTES



Academic Support Team

Tuesday, February 22, 2011
Smith Conference Room (AD207)
10:00 AM

Attendance:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Susan Adamski | <input checked="" type="checkbox"/> Shelly Jirinec | <input checked="" type="checkbox"/> Jackie Shepherd |
| <input checked="" type="checkbox"/> Lisa Averill | <input checked="" type="checkbox"/> Sue Levine | <input checked="" type="checkbox"/> Bob Van Der Velde |
| <input checked="" type="checkbox"/> Ken Badaracco | <input checked="" type="checkbox"/> Kathy Lydiard | <input checked="" type="checkbox"/> Bonnie Walton |
| <input type="checkbox"/> Michele Balik | <input checked="" type="checkbox"/> Rene' Milici | <input checked="" type="checkbox"/> Edward Willey, Chair |
| <input checked="" type="checkbox"/> Pat Castro | <input checked="" type="checkbox"/> Laraine Montgomery | |
| <input checked="" type="checkbox"/> Andrea Ferro | <input checked="" type="checkbox"/> David Pena | |
| <input checked="" type="checkbox"/> Rob Gingras | <input type="checkbox"/> Janet Ramirez | |
| <input type="checkbox"/> Sue Hutz | <input checked="" type="checkbox"/> Lisa Rappa | |

ITEM 1. Adjunct Required Course

Action:

Dean Willey informed the group that the training is a mandatory college wide initiative and all adjuncts will have one year (fall, spring, summer) to complete. If an adjunct does not complete the training, they will not be rehired. Periodic updates will be sent out to verify completion. The purpose of the training is to teach the adjuncts how to better assist the students, and to become more knowledgeable about the college and available resources. It will be available in May, on-line. The administering of the training will be handled by the Dean of Curriculum Office and Human Resources. Upon completion of the training, confirmation will populate to the roster electronically. Adjunct faculty will receive a \$150.00 stipend and a certificate of completion. An in-person version of the training will be available, but no stipend will be given. New hire adjuncts will be notified up front.

ITEM 2. Credential Manual: Edits/Updates

Action:

Dean Willey shared that the Credential Manual is reviewed annually for changes or additions, and will be due in April. Any issues involving a change or addition need to go through Dean Willey for approval. They should not be sent to HR or Dr. Sass' office.

ITEM 3. Budget: Due Dates/Components

Action: Dean Willey informed the group that the budget packets were sent out and are due back to the Dean's Office March 1st. This includes the operational budgets (600), capital requests (700), and staffing requests – not faculty. There are specific sheets in the budget packet for overtime, and OPS. Any personnel requests need to be sent electronically to the Dean's Office. Keep in mind that when a request is put in, that doesn't mean it will be granted. Budgets will need to be flat. An explanation will be needed for any variance (up or down), including redistribution/ moving funds from one area to another.

ITEM 4. SACS: Rosters, Transcripts, Observations, Certifications, Licensures, Portfolios

Action: Dean Willey stated that everyone needs to be sure that faculty rosters are where they're supposed to be. Please communicate to the appropriate Department chairs and Associate Deans to be sure the observations, certificates, and transcripts are in the files. The portfolio is as equally important. Dean Willey will be bringing the names forward at the next Dean's Council meeting of those individuals that no longer teach to see if we can have them de-credentialed, since we may be unable to obtain their transcripts.

ITEM 5. Dual Enrollment Courses

Action: Dean Willey reviewed/emphasized the Dual Enrollment course requirements (by IIAA agreement and State Statute). Department chairs are required to schedule and observe adjunct faculty. Final exams should be located within the program area and need to be kept for one full year. Courses must be reviewed to assure compliance.

ITEM 6. Classroom Maintenance

Action: Dean Willey advised that it is the administrative assistant's duty to keep an eye on things regarding the classrooms and report any necessary issues, such as broken items, classes meeting where they aren't scheduled, unlocked doors, missing equipment, and any cleaning needs. Specific attention to security and safety issues is requested. Associate Dean Van Der Velde mentioned that the data projectors are being unplugged instead of being turned off properly. No instructors or students one should be touching the projectors (or moving furniture / equipment). If anyone needs assistance they should contact Media Services.

ITEM 7. Wireless Access Points

Action: Dean Willey informed the group that there has been a request to evaluate additional locations for wireless access. The Lewis Center and Amphitheatre are being looked at. The provost has collected input from faculty and staff and has had a significant response.

ITEM 8. Purchasing/District Office Contact

Action: Dean Willey advised that the proper protocol must be adhered to when dealing with district functions such as payroll, purchasing. Direct contact with district administrative offices (President, VP of Bus. Svcs, Board Members, Director of HR, Director of Foundation, Grants, etc.) is discouraged, without first going thru the proper channels on Campus. This communication includes: by phone, email, text, or in person. There is a chain of command on campus to follow. There has been an increase of incidence of policy breach.

Think first, check with someone else on campus. Examples: Never use personal funds and expect to be reimbursed. Policies and procedures need to be followed. No buying gifts, food, and no payment negotiations. Refer any issues to Associate Deans, or Dean. Anyone making small purchases must get approval first before petty cash reimbursement.

Note: Only the VP of Business Services decides on college agreements and contracts.

Please contact Dean Willey for concerns, clarifications or questions.

ITEM 9 Faculty Screening Committee Updates

Action: Dean Willey advised that the screening committees are in the process of reviewing the faculty applications, including: education, reading, and chemistry. The economics and biology positions have been filled with faculty transfers.

Submitted by: Lisa Averill, Scribe

c: Academic Support Team
Academic Management Council
Dr. Jean Wihbey
Edward Willey *

Rob Gingras
Libby Handel
David Pena
Bob Van Der Velde

* Ex Officio