

Student Affairs Council

Meeting Notes from November 13, 2006

ATTENDANCE:

- | | |
|---|---|
| <input checked="" type="checkbox"/> MARCIA BELL | <input type="checkbox"/> SHIRLEY LUKACS |
| <input checked="" type="checkbox"/> MARV CLEMONS | <input checked="" type="checkbox"/> JOSEPH "HAPPI" MATTHEWS |
| <input checked="" type="checkbox"/> DAN DAWSON | <input checked="" type="checkbox"/> KAAREN O'ROURKE |
| <input checked="" type="checkbox"/> BARB DELANSKY | <input checked="" type="checkbox"/> MARY PARTHEMER |
| <input checked="" type="checkbox"/> DONNA KOECHIG | <input checked="" type="checkbox"/> NADINE WILLIAMS |

OUTCOMES:	DISCUSSION:
<p>AGENDA</p> <ol style="list-style-type: none"> 1. <u>Welcome</u> 2. <u>Approval of Agenda</u> 3. <u>Approval of Minutes</u> 4. <u>Classified Representation</u> 5. <u>College Council Update</u> 6. <u>Frequencies of Meetings</u> 	<p>Discussion:</p> <ul style="list-style-type: none"> • Kaaren welcomed the council, announced that Shirley was on vacation, and asked if there were additional items to be added to the agenda. No items were added. <p>Discussion:</p> <ul style="list-style-type: none"> • Agenda approved. <p>Discussion:</p> <ul style="list-style-type: none"> • Mary requested that minutes of 10/23/06 be corrected to show that she needed to leave early for only two council meetings, 10/23 and 11/13. The council agreed to make the correction and then approved the minutes. <p>Discussion:</p> <ul style="list-style-type: none"> • Since Shirley was not in attendance, classified representation will be discussed at the next meeting scheduled for 1/8/07. <p>Discussion:</p> <ul style="list-style-type: none"> • Dan shared that little was being discussed at College Council besides the budget. The deficit is estimated to be roughly 5.5 million. Budget review meetings have been scheduled. • There was consensus, though, to allow councils to decide individually the frequency each will meet. <p>Discussion:</p> <ul style="list-style-type: none"> • After discussion, the SA Council agreed to meet once each month on the second Monday. It was decided that when an additional meeting becomes necessary, it would be discussed at the regular meeting if the council or a sub-committee would meet on the fourth Monday during that month.

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OUTCOMES:

7. Development of Student Affairs Work Plan

8. Policy Review Planning

DISCUSSION:

Discussion:

- Donna distributed to the council samples of work plans created for past years to use as an example for developing the council's work plan for the 06 - 07 academic year. Reviewing the charter's major tasks, the council agrees to add the following goals for the work plan:
 - Review and provide input regarding college wide SA policies.
 - Review and evaluate SA Plan
 - Accreditation – Group Report
 - Evaluation Process of SA Plan
- Mary asked if an assessment process for reporting accomplishments of the plan to College Council is being developed. No standard process has been created nor implemented.
- The council will review the SA Plan accomplishments college wide to ensure that the college is in alignment for accreditation. Donna reminded the council to review Standard Three's 16 areas of improvement. Marcia mentioned using the SAGA report as a reference. Mary stated that SAGA is working on the 06 – 07 report and will send to the council as an attachment via e-mail. SAGA report and goals update will be added to the next meeting's agenda.
- Sonja and Donna agreed to create a draft of the SA Council's work plan for review at the next meeting.
- The council continued discussion around SA Plan. Need feedback on implementation, successes, and areas needing improvement – what was done and how to improve. One idea is to meet with managers annually for a report on progress – strategic directions and accomplishments. Individual presentations unlike previous attempt. – There were too many at once. Develop standardized format for reporting to council. Review budget criteria and principles.

Discussion:

- The council reviewed and discussed policies and how they fall within the scope of the SA Council. The following are some of the policies that the council feels fall within their scope therefore requiring council approval:
 - ❖ Admissions. Some council members mentioned that the first paragraph should be reworded to include ... “within **its** budgetary limitations, to all...”. In addition, the second paragraph regarding the “goal to assist students to develop...” should refer to Counseling rather than Enrollment Services.
 - ❖ Classrooms: Food and Drink. The council agreed that they should be consulted when changes to the policy are necessary. It was suggested that the council look at the language in Standard Three.
 - ❖ Freedom of Inquiry and Expression. It was noted that this would be a good place to discuss the laws of FERPA (add a link? <http://www.lanec.edu/hr/documents/FERPA.pdf>) Also,

