

## Student Affairs Council

### Meeting Notes from November 14, 2005

#### ATTENDANCE:

- |  |   |
|--|---|
| <input type="checkbox"/> MARCIA BELL               | <input checked="" type="checkbox"/> ANDY PRICE            |
| <input checked="" type="checkbox"/> MARV CLEMONS   | <input checked="" type="checkbox"/> JEREMY RIEL           |
| <input type="checkbox"/> DONNA KOECHIG             | <input type="checkbox"/> NADINE WILLIAMS                  |
| <input checked="" type="checkbox"/> SHIRLEY LUKACS | <input type="checkbox"/> MANAGER (VACANT)                 |
| <input type="checkbox"/> KAAREN O'ROURKE           | <input checked="" type="checkbox"/> <u>DAN TIMBERLAKE</u> |
| <input checked="" type="checkbox"/> MARY PARTHEMER |   |

OUTCOMES:	DISCUSSION:
<p><b>AGENDA</b></p> <ol style="list-style-type: none"> <li>1. <u>Approval of Agenda</u></li> <li>2. <u>Approval of Minutes</u></li> <li>3. <u>Report back on management representative - Mary</u></li> <li>4. <u>Working Agreements</u></li> </ol>	<ul style="list-style-type: none"> <li>• Jeremy welcomed and introduced Marv Clemons, a new faculty representative for the SA Council. Marv presented reading material copies to each council member for review e.g. <i>"Restoring Opportunity: Making College Affordable for All Oregonians"</i>, Progress Report of the Access and Affordability Working Group, May 2005.</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Jeremy asked if anyone wanted to add items to the agenda. One item was added: <ul style="list-style-type: none"> <li>◊ Report back on management representative for the SA Council - Mary</li> </ul> </li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Minutes were approved.</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Mary shared with the council that she contacted a representative of the management senate to inquire about the assignment of another manager for the SA Council. She learned that their senate is revisiting the selection process for assignments and that there may be agreement before the end of the year.</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• In Donna's absence, Jeremy shared with the council her suggestions to modify Jeremy's draft documents.</li> <li>• The council reviewed copies of Jeremy's draft of the council's working agreements: <ul style="list-style-type: none"> <li>◊ <u>Values that will guide council work:</u> <ul style="list-style-type: none"> <li>▫ Bullet point #5. Make decisions on what is best for students. Suggestion: Add "and the College" at the end. There was discussion about keeping the focus on students because College Council thinks about the college. It was mentioned that the council needs to maintain a vision of "students first" and will read "Make decisions on what is best for student success."</li> </ul> </li> </ul> </li> </ul>

OUTCOMES:	DISCUSSION:
<p>4. <u>Working Agreements (continued)</u></p>	<p>Discussion (continued):</p> <ul style="list-style-type: none"> <li>◇ <u>I agree to do the following throughout the year:</u> <ul style="list-style-type: none"> <li>▫ Bullet point #1. Maintain a vision of “students first, representative groups next”. The council discussed shortening the statement eliminating “representative groups next”. After further discussion, the council agreed that with the exception of changing the word “vision” to “focus” the statement will remain affirming the council’s focus on students. Discussion revealed that all bullet points compliment the original mission statement adopted by the council on 11/22/04. It was agreed that all bullet points remain and that the original mission statement replace the document’s draft statement.</li> </ul> </li> <li>◇ <u>Ground rules for meetings:</u> <ul style="list-style-type: none"> <li>▫ Bullet point #4. Make decisions by consensus of council members. The council discussed rewording the statement to read “Follow decision making procedures outlined in the college governance system manual”.</li> <li>▫ Bullet point #5. Participate in the meeting. Don’t be a lurker. Suggestion: Reword statement. Jeremy explained that the word “lurker” was a term students used in student groups. The council agreed to change the bullet to read “Actively participate in meetings”.</li> <li>▫ Bullet point #8. Learn from the past, let go of it, and move forward. Suggestion: Reword statement. “When conflict occurs, work toward resolution and move forward.”</li> <li>▫ Bullet point #9. Focus on issues at hand, not personalities or people. Suggestion: Add “or politics” at end. The council agreed that it will read “Focus on relevant issues, not personalities, people, or politics”.</li> <li>▫ Bullet #10. Follow through on all work. Be accountable. Suggestion: Add “and dependable”. The council agreed it would read “Focus through on all work. Be accountable and dependable”.</li> </ul> </li> <li>• The council voted and approved the SA Council 2005-06 working agreement with revisions.</li> </ul>
<p>5. <u>Membership Procedures</u></p>	<p>Discussion:</p> <ul style="list-style-type: none"> <li>• The council reviewed copies of Jeremy’s draft “SA Council, Operations Timeline” document to be included in the SA Council new member orientation handbook. It was agreed to change the title to read “Student Affairs Council, Recommended Operations Timeline”.</li> <li>◇ <u>Month/Operations table suggestions:</u> <ul style="list-style-type: none"> <li>▫ Begin month column with October and put September on end.</li> <li>▫ October: <ul style="list-style-type: none"> <li>◦ Make second bullet read “Orientation of new council members at second meeting.</li> <li>◦ Third will be “Council working agreements established at second meeting”.</li> <li>◦ Change fourth bullet to read “Chair elected at second meeting”.</li> </ul> </li> </ul> </li> </ul>

OUTCOMES:	DISCUSSION:
<p>5. <u>Membership Procedures (continued)</u></p> <p style="text-align: center;">◆ action item</p>	<p>Discussion (continued):</p> <ul style="list-style-type: none"> <li>▫ November: <ul style="list-style-type: none"> <li>◦ Add finalize work plan.</li> </ul> </li> <li>▫ December: Leave as is.</li> <li>▫ January: <ul style="list-style-type: none"> <li>◦ Move bullet to April.</li> </ul> </li> <li>▫ February, March: Leave as is.</li> <li>▫ April: <ul style="list-style-type: none"> <li>◦ Add bullet from January.</li> <li>◦ Move existing bullet to May.</li> <li>◦ Add bullet that reads “Recommend council vacancies to be announced in The Daily by third week in April.</li> </ul> </li> <li>▫ May: <ul style="list-style-type: none"> <li>◦ Add bullet from April. Change to read “Recommended council resignations due 3<sup>rd</sup> week of May”.</li> <li>◦ Change second bullet to read “Recommend that stakeholder appointments are due 3<sup>rd</sup> week of May.</li> <li>◦ Add develop sub-committee composed of returning/remaining members and the vice chair to develop orientation for next year.</li> </ul> </li> <li>▫ June, July August: Leave as is.</li> <li>▫ September: <ul style="list-style-type: none"> <li>◦ Change first bullet to read “Council begins operations, begins meeting week 2-3 of fall term.</li> <li>◦ Remove third and fourth bullets.</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• SA Council, Recommended Operations Timeline document approved with revisions.</li> <li>◆ Jeremy will send a finalized version of the SA Council, Recommended Operations Timeline document with a letter that outlines the issues that prompted its creation to the College Council for approval.</li> </ul>
<p>6. <u>IT Strategic Plan</u></p> <p style="text-align: center;">◆ action items</p>	<p>Discussion:</p> <ul style="list-style-type: none"> <li>• The council discussed various concerns around wording within the Instructional Technology Strategic Plan.</li> <li>◆ Jeremy will compose a memo with SA Council ideas and feedback.</li> <li>◆ Mary and Dan agreed to attend and present the memo to the Technology Council at their next meeting.</li> </ul>
<p>7. <u>2005 – 06 Work Plan</u></p>	<p>Discussion:</p> <ul style="list-style-type: none"> <li>• Jeremy reported that College Council has yet to approve the SA Council plan of 2004 – 05.</li> <li>• The council agreed to move forward on work to prioritize goal strategies of the SA Council plan including areas of concern that are delaying College Council approval.</li> </ul>

OUTCOMES:	DISCUSSION:
<p>8. <u>Suggested items for next meeting agenda</u></p> <p>9. <u>Adjournment</u></p>	<p>Discussion:</p> <ul style="list-style-type: none"><li>◇ Prioritization of goals.</li><li>◇ Task assignments.</li><li>◇ 2005 – 06 Work Plan.</li></ul> <ul style="list-style-type: none"><li>● The meeting adjourned at 2:55p. The next meeting is scheduled for 11/28/05 at 1p-3p in the Boardroom.</li></ul>