

Council Notes

December 4, 2019

Prepared by: Deb Zielinski

Attendees: Alix Ogden, Deb Zielinski, Robyn Greene, Ron Cavallaro, Sara Enright, Kristen Albritton, Amy Kempe, Phil Gordon, Greg LaPointe, Amy Kacerik, Michael Cunningham, Ali Rafieymehr, Bryan Brophy-Baermann, Sean Collins, Tracy Karasinski, Jude Tomasino, Suzanne Carr, Rosemary Costigan, Donna Sams, Sybil Bailey, Tracy Kennedy, Lauren Webb. and Chintan Desai.

President's Remarks:

In Meghan's absence, Alix welcomed everyone and introduced student, Felix Gotay, who shared his story and CCRI experience. The President's update on Guided Pathways shown on today's agenda will be presented at the next meeting.

Minutes of 10/23/19 (previously distributed)

Alix called for a motion to approve the Council minutes dated 10/23/19. Ron made a motion to approve, Donna seconded; Tracy asked for an amendment to the minutes to show she was in attendance at that meeting. Alix then asked for a motion to approve the minutes as amended. Ron made a motion to approve, Sybil seconded, and the minutes were unanimously approved with one absence.

Policy Presentations:

Harassment Training Policy – required by audit

Alix noted that these are policies required by outside parties, as noted above. Ali asked about the frequency of the harassment training. Alix confirmed that the training is part of the college's onboarding process. Alix asked for a motion to approve the Harassment Training Policy. Rosemary made a motion to approve, seconded by Michael C., and the policy was unanimously approved.

Minors on Campus Policy – required by college insurance company

Tracy Kennedy provided a brief overview of the policy. It insures that minors on campus are safe and it frames out how we protect minors on campus who are not our students. The policy was modeled after URI's policy. Michael asked if this would be a standardized agreement, and Alix said yes; everyone will use the same form regardless of department. Alix clarified that the college's Risk Manager is Bill Ferland. Sara added that this pertains to Kid's College, sports, Liston daycare, Crusade students, dual enrollment students. Alix noted that we will need an implementation program. Alix asked for a motion to approve the Minors on Campus Policy. Sara made a motion to approve, seconded by Rosemary, and the policy was unanimously approved.

Academic Affairs Update:

Rosemary reported that AA will be showcasing a new academic assessment portal, which has been 2.5 years in the making. It is required for accreditation. Lauren Webb will oversee the implementation plan. In 2024, this will be an excellent tool to show our accrediting body. Lauren demonstrated components of the software program. About 80% of our programs have engaged and started reports; we expect all programs will have reports by year-end. Lauren has met with faculty 1:1 and offered trainings.

Student Affairs Update:

Sara shared that community college enrollments locally and nationally continue to drop precipitously due to the declining high school population, the strength of the labor market, growth of on-line education, growth of for-profit education and schools like SNU. After many years of declining enrollment, we have seen our first up-tick, although small (1.6%). We maintain that 1.6% by hanging on to the students we have. Everyone needs to take the extra step to us retain our students. The goal for this semester is 13,409 students.

Finance & Strategy Update:

Kristen acknowledged that the division is going through a big change due to Ruth's retirement. Through Ruth's efforts, we are in a good place. She plans restructure the department. We need a simplified model for our chart of accounts. There will be management reporting where you can make decisions. Kristen advised that we are close to running with financial planning and analysis with Axiom, and she hopes to have a preview at our next meeting.

Administration Update

Sybil reported that HR is changing how they do what they do in a more efficient way with focus on customer service. Sybil announced that Terri Ann has been promoted to Assistant Director of HR; there is a search for an HR Manager/Generalist to handle all of the classified paperwork. There will be changes in the job description formatting, not major, but it will look different/updated. There will also be more assistance to departments posting positions. They are searching for a new vendor to advertise our positions.

Next Meeting:

The next meeting is March 4, 2020.