

Susan Laprade	Yes	Assistant Vice President (ex officio, non-voting)
Pat Creelman	Yes	Faculty – Healthcare
Robert Yosca	No	Faculty – Math & Social Sciences
Lisa Palmer, Chair	Yes	Faculty – Humanities
Sharron Gillies	Yes	Faculty – Business & Technology
Roger Meservey	No	Faculty – Human Services & Science
Linda Malone	No	Classified Staff Member
Mary DeBlois	No	Non-Unit Professional
Michelle McCrillis	No	Unit Professional
Mukuana Salomon	Yes	Student Member

**All College Council Meeting**  
**Tuesday, December 16, 2008**  
**RM 123A, 2:00 p.m.**  
**Minutes**

Guest: Pat Schmohl, Chair of the Administrative Services Governance Committee

1. Updates

- Introductions and farewells—Mukuana Salomon replaces Stefanie Morgan  
*Chair Lisa Palmer bid farewell to Stefanie via e-mail since Stefanie was unable to attend the meeting; all present welcomed Student Senator Mukuana Salomon who will be serving on this Council during the Spring 2009 semester.*
  - Governance Constitution Review Committee Call for Volunteers  
*Call for Volunteers memo has been drafted and will likely be distributed in January. Once final, Chair Lisa Palmer will share the final draft with the members of the Council.*
  - Vacancy: Administrative Services Governance Committee  
*Chair Lisa Palmer informed the Council that there being no other nominees, Elda Zeko, Coordinator of Disabilities Services, has assumed the Unit Professional position on the Administrative Services Committee.*
  - February 3 All College Forum topic  
*Council was informed that the February 3 All College Forum topic will be a response to a question raised via the new “Idea” forms relative to what is now called the Enrollment Management Council. Specific topics to be addressed will include:*
    - 1) How did the EMC originate?
    - 2) What ideas from the 2006-2007 Retention Committee is the EMC implementing?
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- 3) *What is the EMC finding as it develops better communications to help with student success?*
- 3) *How does this fit into governance, and is this a cross-department model that might be useful for other purposes? Does their activity relate mainly to on-campus students or does it also mobilize support for online (distance education) students as well?*

## 2. Issues of concern to Council members' constituencies/future Forum topics

*Chair Lisa Palmer encouraged all to seek out and forward suggestions and items of interest to their constituencies for future Forum topics, and mentioned that the IDEA forms are available under the Frequently Used Forms site and on the Governance web site. Sharon Gillies brought forth a concern/request on behalf of part-time faculty members that a part-time faculty seat be established on the Council. The faculty member could be nominated through a part-time faculty vote rather than through a Division nomination. Chair Lisa Palmer noted that this idea is worth further exploration.*

## 3. Systemic plan for governance policy/procedural review (calendar)

*Chair Lisa Palmer shared the copies of the Calendar developed by Jane June of the Enrollment & Student Services Committee for the systematic review of all policies related to ESS. Each policy will be reviewed and recommended for updating, reformatting, or retirement as decided by the Committee. Chair Lisa Palmer proposed that a similar grid be developed for each of the Governance Committees to provide structure and to ensure that all policies are reviewed periodically and revised if necessary.*

## 4. Mini-study: How Do Other All College Councils Function? Shaping a Vision for the 2009 All College Council/All College Forum

*Chair Lisa Palmer asked all to review a Draft Survey instrument that and asked that each Council member review the survey and e-mail any proposed changes to Susan Laprade by December 31. Susan Laprade will then make the revisions and enlist the assistance of John LeFave to create this survey in a format that will allow it to be completed and tabulated electronically. When ready, it will be e-mailed to each All College Council member with the request that they ask at least two colleges or universities to complete & return the survey. Research need not be limited to other community colleges nor to Massachusetts colleges. Completed surveys should be returned to Lisa Palmer and Susan Laprade who will compile this research and present it at a future Forum. Chair Lisa Palmer asked that all surveys be returned by January 31 if possible, but not later than the February 17 meeting. This information will be useful to the soon-to-be-formed Governance Review Committee that is scheduled to be launched in January.*

## 5. Other Business

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*Council members held a brief discussion about college orientation sessions, and the benefits of a new employee mentoring program, noting that many new faculty and staff and particularly adjunct faculty are reluctant to seek information or do not know where and from whom they can find answers to their questions. Too, it was mentioned that this orientation program would also be beneficial to those who are moving from the adjunct to the full-time ranks, as many on campus erroneously believe that these former adjuncts already know all of the intricacies of our systems.*

*In a second brief discussion, Council members suggested that inviting each governance committee chairperson to attend the All College Council meetings would facilitate policy/procedural formation and, overall, the smooth functioning of the governance system as a single unit. This would require rescheduling the meeting dates/times of the standing committees.*

#### **6. Adjournment**

*With no further items to come before the Council, the meeting was adjourned at 3:15.*

*Respectfully submitted by Susan M. Laprade*

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