

All College Council Meeting

Susan Laprade	X	Assistant Vice President (ex officio, non-voting)
Peg McGrath	ABS	Faculty – Healthcare
Robert Yosca	ABS	Faculty – Math & Social Sciences
Lisa Palmer	X	Faculty – Humanities
Sharron Gillies	X	Faculty – Business & Technology
Roger Meservey	X	Faculty – Human Services & Science
Linda Malone	X	Classified Staff Member
Mary DeBlois	X	Non-Unit Professional
Michelle McCrillis	X	Unit Professional
Linda Grochowalski	X	Part-Time Faculty/Staff (non-voting)
Allen Chamberland	X	Student Senate Member

Tuesday, October 20, 2009

RM 123A, 2:00 p.m.

Minutes

Members: Present

1. Welcome: Peg McGrath and Allen Chamberland

Lisa Palmer opened the meeting welcoming new student member Allen Chamberland (Peg was absent but will join us at the next meeting).

2. ACC Chair nomination/meeting minutes volunteer:

Upon motion duly made and seconded, Lisa Palmer was elected to serve as Chair of the All College Council for 2009-10.

There being no other volunteers, Susan Laprade offered to take the notes at this meeting with the understanding that the topic will be revisited at the next meeting.

3. Updates

Distribution of Updated Governance Handbook: All present received an updated copy of the Governance Handbook.

Roundtable: Lisa informed the All College Council that the chairs of each of the governance committees plan to meet for one-half hour after the Governance meetings on the third Tuesday of each month, when the majority of the governance meetings take place. This half-hour session, from 3:00 – 3:30, was instituted as a patch to improve inter-committee communication before the new Governance System is in place.

During the first Roundtable meeting, held on September 22, the following topics were discussed:

- **Request for Robert’s Rules Instruction:** Lisa referenced a seminar held on campus a few years ago at which a Robert’s Rules expert spoke to the college community, and mentioned that she plans to ask the President if we might arrange a similar session for all governance committee members and perhaps members of the student senate. She stated this particular seminar cost \$900, and that she believes the information would be better received if the seminar were offered in two sessions.

- **Outstanding Policies from Spring 2009**

- **Emeritus Policy**—amendment – this policy is now under discussion by the Academic Affairs Committee, which has established a subcommittee to report back with recommendations

- **Dismissal/Reinstatement** – Lisa mentioned that she will try to track down this policy, which had been referred to Academic Affairs. Susan mentioned that the Academic Affairs committee had stated they would report back on this matter in late Fall.

- **All College Forum:** Distributed cards listing the dates and times and topics for upcoming Forums.

- **Governance Review Committee:** Lisa informed the Council members that the Governance Review Team has been formed and had its first meeting. She noted this group was formed in response to the request of the QCCPA that the college establish better communication between the governance committees. The group will study best practices at other institutions and will review documents culled from internet from the “premier” schools list provided by Elaine Smith, our Strategic Planning consultant.

4. Campus Governance Survey: In order to inform this Governance Review Team, Lisa suggested that a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis be conducted on our campus to help the Review committee identify what is working well and what needs improvement. A copy of the SWOT analysis used to inform the Strategic Planning effort was distributed, with the comment that some felt that this sample was too open ended, and that perhaps a combination of open-ended questions along with concrete questions would yield better results. Lisa also distributed, as a sample, a copy of a survey produced by the AAUP (American Association of University Professors). She asked that all review these documents and craft a few questions that might assist the Governance Review Team in assessing the current Governance system. All were requested to forward suggested questions/comments to Lisa on or before October 30.

Some conversation was also held about how best to involve the part-time faculty in the survey and in governance in general; also, the need to include Southbridge faculty and staff was also mentioned. It was also stated that 164 part-timers do not have campus mailboxes (some by choice) so that might not be the best method to reach the part-time faculty & staff.

5. Governance Issues of Concern: The following topics were raised as topics of concern:

- Math Center is not open on Sunday; the Writing Lab closes at 9 pm;
- Discussed whether to continue distributing the flyers asking for Forum topics, and whether it might be possible to create podcasts of the Forums so that those not present could view
- Discussed the existing Faculty handbook (Susan to distribute copies to any who do not have them)
- As a mini-project, Lisa asked each member to view the faculty handbooks for part-time faculty and staff at the “premier” sites and to visit the Governance blog developed by North Shore
- Raised the issue of identifying the lanes in the upper parking lots as one-way

6. Other Business: no other business was discussed.

7. Adjournment: Meeting adjourned at 3:05 pm

Respectfully submitted, Susan Laprade