

## **Minutes, College Council Meeting, September 12, 2011**

**Wright** called the meeting to order at 2:05 p.m.

### **Open Discussion**

- **Ostroff** reported that he discovered through Harding that when advisory council members travel here for events, their out-of-pocket travel costs can be considered a donation to the College and a tax deduction for them. There is some paperwork involved which Harding can provide.
- **Treise** reminded the council members about the Graduate Student Picnic, Sept. 18, 1:00-3:00 p.m., at Lake Wauburg - north entrance.
- **Carlson** mentioned that the Brechner Center signs that were donated by Marion Brechner and mounted on the walls outside the Brechner Center will need to be moved due to the construction on the third floor. **Chance** is looking for space inside the Brechner Center for a place to mount them but will need funding to pay for the work. Carlson also reported that the sprinkler system will begin to be installed in the next 10 days and the ceiling in the hall will be removed as demolition progresses. He also presented fliers, with information about software and LCD screens, that would allow people to look at the conference rooms in the building and reserve them as needed. **Chan-Olmsted** offered an alternative scheduling system that the Research Lab had purchased which would allow the same flexibility with minimal cost. She will share the link.
- **Hon** reminded the group that each department needs to elect a Salary Equity Committee as required in the college Constitution and Faculty Contract. The chairs of these four committees constitute the college Salary Equity Committee. This needs to be done as soon as possible since the college committee is charged with developing the process by which faculty members request a market equity salary review.
- **Weigold** announced that his office is working on compiling a list of available internships and asked that any information concerning internships be forwarded to his office. He also stated that the university is now adding certificates to diplomas.

### **RCM and Budget Update:**

**Wright** will be working with the provost concerning the overhead money for the last couple of years since the College cannot cover this expense. He feels that the College is in a good position to increase SCH hours if we continue to move forward with current initiatives and others proposed.

### **Possible Faculty Searches for 2011-12:**

**Wright** told the members that he would like for the department chairs to meet with their faculty to come up with the two top positions that their department needs and get draft position descriptions to him.

### **Reunion Weekend and Thursday Advertising and Public Relations Symposium:**

**Wright** reminded everyone about the special events planned for this week. About 350 people are expected to attend the barbeque. He encouraged everyone to attend the Welcome Back Night at Haile Plantation Hall. He also reminded everyone about the Advertising and Public Relations Symposium Thursday night.

### **MyCJC:**

**Vettel** updated the Council on the status of the new MyCJC, encouraging everyone to visit the site, which is designed to be a one-stop portal for all college information including meetings, governance issues, etc.

### **Faculty Meetings about Strategic Plan and Self-Study Report:**

**Hon** stated that the plan for the departmental meetings was to provide background about the accreditation process and show the draft report. She asked for any ideas concerning the best way to present the Self-Study Report for faculty review after the departmental meetings and prior to the due date—Oct. 31. The members were reminded that there are a lot of faculty members who have never been through the accrediting process. Faculty need to be aware that everyone must be on campus during the site team visit (January 29-Feb. 1) and there should not be any exams, guest speakers, or student presentations given on these days. Adjuncts and graduate assistants also will need this information.

**Members Present:** Carlson, Chance, Chan-Olmsted, Harding, Hon, Jeffries, Kiouisis, Ostroff, Sutherland, Treise, Vettel, Wanta, Weigold, Wright, J., Wright, R.

Respectfully submitted, Olivia Jeffries

Meeting Adjourned 3:00 p.m.