

## Administrator Council Minutes

9/21/17

Members present: Ja'Bette Lozupone, Donna Schena, Dorothy Umans, Sharon Fechter (chair), Tarlouh Gasque, Ed Riggs, Carolyn Terry (secretary), Janee McFadden, Nancy Lineman

Steve Cain (administrative liaison)

1. Members introduced themselves. Steve Cain described his liaison role as a support to the council and the chair.
2. There were no constituent concerns.
3. Student Shadowing Initiative: For administrators who desire to create opportunities for engaging with students.

- a. **Shadowing** a student on campus.
  - i. Collaborating with Faculty Council
  - ii. Collaboration with Student Affairs' mentoring efforts
  - iii. Some students in the ATPA program would benefit from shadowing administrators as well
  - iv. Janee will assist with pairing administrators with students
  - v. Tarlouh will assist with pairing administrators with athletes

It may be easier to find student who are seeking engagement. How do we reach the students who are struggling? Janee – many of the students who are on the radar in Student Affairs are good candidates

- b. **Serving as an ATPA coach** – supporting a student through graduation / completion. Getting to see a student's academic experience through their eyes. Using information and experience to make changes to support students in general. Ja'Bette will provide information to Sharon, who will send out notice to all administrators and get the names to Ja'Bette.
- c. **Discussion:** How will we get training to administrators so they know the issues and more important, who can be the resources for mentors, coaches, and students?
  - i. Dorothy will put together a set of FAQs based on her experience with engaging with student workers
  - ii. Janee will provide some of the information given to mentors
  - iii. Ja'Bette will provide a description of expectations for coaches

- iv. Nancy suggested that we discuss this initiative at the all-administrators' meetings – but the expectations will need to be clarified, and the options need to be defined.

Decision – the individuals involved will go back and get their information together and will bring it back to the council for review before presenting to all-administrators.

Concern – are we growing a separate program from ATPA? We are trying to engage administrators in the existing opportunities and programs for engaging, coaching, and mentoring students. SVPSA office is developing a website with all of the mentoring / coaching opportunities for students, and it may include an option for students to shadow administrators.

Suggestion – the experiences of administrators engaged in this effort can be a topic at the June administrators' retreat.

#### **4. Goals for Administrator Council**

- a. Shadowing / Mentoring / Coaching initiative – Sharon will write up
- b. Communication – Dorothy raised the concern that administrators are being pulled into details about managing people and not able to do their jobs, which leads to a 24/7 schedule.

Action – pull the results of the last administrator survey to look at the issues, perhaps run a new survey to identify the most common concerns to work on setting goals.

Discussion – will the survey tell us something we don't already know? Can we join this effort with the recommendations of the Blue Ribbon Task Force about priority of initiatives? Discussion of realistic timelines. Sharing of personal experiences – will they be supported by the results of the survey? Is there an opportunity to provide this feedback without going through a survey? What are we hoping to glean from a survey? Will data be respected more than individual stories?

Proposal – Carolyn will contact Cassandra to develop a survey that would address some of these questions.

- c. Other issues – Blue Ribbon Task Force recommendations and setting goals, clarity of roles, presentation from new Equity and Diversity officer.

5. Chair's report (see attached report):
  - a. Revisions to P & P – out for public comment
  - b. Updates from Middle States report
  - c. Opening of CT building
  - d. College Council recommendations update
  - e. Outreach and collaboration with other councils
  
6. Upcoming: Isabelle Doucet from IT will be coming to talk about the cms, website. We should also invite Sharon Bland.

## Administrator Council – Chair Report

September 2017

Kevin Long reports that P&P Revisions currently or soon to be out for public comment include the Prevention of Bullying and Work Place Violence, a policy on medical exams based on the county's policy, Heroin and Opioid Addiction, Confidential Data Management and Security, updates on the Protection of Minors—especially regarding volunteers, Disciplinary and Discharge Procedures, one omnibus hiring policy for all types of employees, Grievance Process, Employee Evaluation Processes (Workday), Chairs' Evaluation Process, Staff Classification, Corporate Sponsorships, and Field Trips.

Tammy Peery, Eric Benjamin, and Melissa Gregory provided a Middle States Briefing Update. Everyone is asked to see the website for Middle States 2018 and to review the draft and ask your constituents to review, including video. They would like you to let them know ASAP about anything that needs to be corrected. They asked everyone to do the following:

- Review Newsletter
- Review Compliance Report
- Review Centralized Webpage for Student Complaints
- Suggest students for team chair visit on October 16
- Post Mission Statements

Dr. Pollard reported that the College Council chair is now on the PEC. She noted that the new CT building would result in a savings of \$40 million over 20 years. Of the 22 recommendations from College Council, 11 were approved including policies on bullying, a Code of Ethics, creation of a MyMC button for governance, and a policy that the College Council chair at the end of service must take a year off from governance. Eight were referred, including access to syllabi prior to registration (Dr. Rai is working with FC); providing a nurse on campus—referred to Dr. Brown who is also doing a student survey regarding their needs outside the classroom; special recognition leave instead of bonus or \$--the spending task force is looking at cost/benefit analysis of this; FMLA leave—the college is moving toward an examination of entire leave package; 24/7 access to wifi and study spaces referred to Dr. Wormack. Three were denied, including PT faculty serving on governance if not currently employed.

She outlined means by which she was staying engaged with the college community: State of the College, Town Halls; Monday messages; president's report on BOT website; Food for Thought—next at TP/SS; Town Meeting just for students; Presidential Dialogue Series: What It Means to be an American panel

Council goals are due to Tacy by end of October