

**ACADEMIC LEADERSHIP COUNCIL**

November 11<sup>th</sup>, 2014  
West Campus Community Center  
8:30 am – 10:00 am

Agenda

1. Approval of Previous Minutes – Andy Karafa (5 min.)
2. General Education Updates & Discussion – Cliff Franklund (30 min.)
3. Personnel Files – Steve Stratton (45 min.)
4. Open Forum
5. Updates from Colleges, Schools, & Departments

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Upcoming Agenda Items:

- General Education. Again. Probably.
- At-Risk Students
- Collective Bargaining Agreements

## ACADEMIC LEADERSHIP COUNCIL – Meeting Minutes

November 11, 2014

**Membership:** Andrea Wirgau, Andy Karafa, Angie Mishler, Anne Marie Gillespie, Ben Upham, Brian Bouwman, Brian Craig, Cambria DeHoag, Cheryl Cluchey, David Darrow, David Frank, Debbie Dawson, Debra Curtiss, Deborah Thalner, Debra Courtright-Nash, Debra Cox, Deedee Stakley, Gayle Lopez, Glen Okonoski, Gregory Zimmerman, Janelle Hemingway, Jeff Ek, Jim Powell, Jim Woolen, John Schmidt, Jon Sprague, Joseph Lipar, Julie Coon, Leah Monger, Lianne Briggs, Lucian Leone, Meral Topcu, Michael Bouthillier, Peter Bradley, Piram Prakasam, Richard Goosen, Robert Buckingham, Ron McKean, Sharon George, Shelly VandePanne, Susan Owens, Tami Wolverton, Theresa Raglin, Todd Stanislav, Tracy Powers, Trinity Williams

**Regular Guests:** Kirk Weller, William Potter, Robbie Teahen, Clif Franklund

**Guest:** Steve Stratton

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### HANDOUTS

1. Personnel files handouts
2. Gen Educ handout

### MINUTES

1. Review of Previous Meeting Minutes
  - ❖ Minutes from 09-30-14 and 10- 14-14 meetings approved.
2. General Education Updates & Discussion
  - ❖ Clif Franklund reviewed the recent work of the task force and recent meeting with the General Education Committee, in which discussion was held regarding core competencies still being too cumbersome and further reduction being entertained. Actual transcripts were used to see how mapping might work if it was narrowed down to 9 competencies. Handout provided to illustrate.
  - ❖ Converting credits to points would allow a way to factor in non-credit bearing items.
  - ❖ It was stressed this will need to work uniformly across campus and also work with the MTA agreement.
  - ❖ Will also need to work with the sortable lists on the Gen Ed website and they will be updated once final version is adopted.
  - ❖ Stressed that the ALC is an important sounding board and discussions give important feedback. Please continue to share thoughts now and send emails later as thought is given to this continuing process.
  - ❖ Discussion held regarding questions raised based on newest information.
8. Personnel Files
  - ❖ Steve Stratton presented information pertaining to employee personnel files. He stressed the important role ALC members have in the process.
  - ❖ Handouts provided included a copy of the Bullard-Plawecki Employee Act of 1978 and copies of FFA, CTA, NFTFO contracts that pertain to personnel files. Pertinent sections of each was highlighted and explained.
  - ❖ McKessey house can be reached at Ext. 3894.
  - ❖ FOIA requests reviewed. Shared pending legislation may be coming.
  - ❖ Also discussed both employer and employee access to official Human Resources files and process for doing so, making copies, etc.
  - ❖ Stressed was time frame for submitting items to the file and contract language that differs from contract to contract. Contracts cannot violate what is dictated by law but can contain stricter language is adopted.
  - ❖ Steve would welcome an invite to return and discuss further items of interest to the ALC. Can also provide performance appraisal session, disciplinary action training.

9. Open Forum & Updates from Colleges Schools & Departments

- ❖ Department Chair training this week.
- ❖ Please email Andy or Gayle if you have a topic of interest.

Adjourn: 10:00 am