

College Council Meeting Minutes

Subject	January College Council meeting	Date	Jan. 20, 2011
Facilitator	Janell Whiteley	Time	2 p.m.
Location	President's Conference Room, CSC Building, Fifth Floor	Scribe	Janell Whiteley
Attendees	Barry Janusch (Classified); Barbara Martin; Charm Mello (Classified); David Mitchell, Ph.D. (Ex Officio); Deb Montez (Classified); Pam Murphy (Classified); Kevin Serrame (Part-time); and Janell Whiteley (Exempt/Chair).		

Key Points Discussed		
No.	Topic(s)	Highlights
1.	Renaming buildings on the Bremerton campus	<ul style="list-style-type: none"> This topic has been before the College Council for the past two years. There is interest in renaming buildings on the Bremerton campus to avoid confusion i.e. the Engineering Building which does not house OC's Engineering program; and the Science-Tech Building, which is often confused with the Business & Technology Buildings. Dr. Mitchell indicated there may be inherent issues with renaming all the buildings at once; we need to consider the impact on the FAE (Fixed Assets and Equipment) data and the links with SMS and the Course Scheduling System. He suggested a pilot study to see the impact it has on the system. The College Council has, in the past, determined that building names that would recognize nature were the most preferred. A suggestion to use the names of the peaks in the Olympic Mountain Range was a good idea. Dr. Mitchell would like the College Council to develop a survey to send out to the campus for input on this idea. The council could use "Survey Monkey" to do this.
2.	<ul style="list-style-type: none"> IT Strategic Plan E-Mail Procedures Hate Crime Policy 	<ul style="list-style-type: none"> Barbara Martin presented these topics and requested input from College Council. Janell Whiteley indicated that Joe Silverthorn and Charlie Mackall had sent in their input on the topics presented by Barbara.
3.	Reaching out to part-time staff	<ul style="list-style-type: none"> Kevin Serrame explained the challenges in reaching out to part-time employees.

Key Points Discussed		
No.	Topic(s)	Highlights
		<ul style="list-style-type: none"> Barbara Martin offered to help develop a LISTSERV to facilitate communication with part-time employees.

Action Plan			
No.	Action Item(s)	Owner	Target Date
1.	Review and provide input on: IT Strategic Plan; E-Mail Procedures; and Hate Crime Policy. Consolidate input and forward to Barbara Martin. If there is no further input and it appeared the Council supported the plan/procedures/policy put forth, a letter would be drafted to Dr. Mitchell stating this.	All councilmembers except Charlie Mackall and Joe Silverthorn	Feb. 4, 2011
2.	Distribute College Council by-laws to all councilmembers	Janell Whiteley	Before next meeting on Feb. 11, 2011
3.	Next College Council meeting	All	2 p.m. Friday, Feb. 11, 2011