

ADMINISTRATIVE COUNCIL MEETING

5/13/14 10:00 a.m.
Board Room

Minutes

Meeting was called to order at 10:03 a.m. by Vice President Erin Vines, in the absence of the Superintendent/President.

ATTENDANCE:

PRESENT: Terry Cleveland, Newton Chelette, Sharon Dalmage, Dr. Charlotte Forte-Parnell, Dr. Meeta Goel, Debby Hackenberg, Michelle Hernandez, Doug Jensen, Dr. Louis Lucero, Katherine Mergliano, Linda Noteboom, Dr. Tom O'Neil, Dr. Katarina Orlic-Babic, Sherrie Padilla, Bridget Razo, Gary Roggenstein, Rick Shaw, Ann Steinberg, LaDonna Trimble, Dr. Erin Vines, Tim Wiley, Dr. Jill Zimmerman.

MINUTES: *Patricia Harris*

1. Approval of Previous Minutes All

Discussion:

None.

Action:

Minutes of the meeting held March 11, 2014 were accepted as submitted.

Person responsible:

Patricia Harris

Deadline:

N/a

2. Technology Master Plan Rick Shaw

Discussion:

Rick Shaw discussed the final draft of the Technology Master Plan and gave an overview of the contents. This document ties in with the Educational Master Plan.

Action:

Send any comments and input to Rick Shaw.

Person responsible:

Rick Shaw

Deadline:

May 2014

3. RAVE Mobile Safety

Rick Shaw

Discussion:

There was some discussion regarding the RAVE emergency text messaging system for emergency notifications. The Academic Senate and will be addressing the system, due to the fact that phones must be turned off in class. It was suggested that the topic be addressed at division meetings also. Rick Shaw also stated that extensions in all classrooms and rooftop PA systems are also being explored. Mr. Shaw will also verify phone tree with Terry Cleveland, and CDC notifications with Dr. Orlic-Babic.

Action:

Pursue RAVE system with faculty, as well as look at other options.

Person responsible:

Rick Shaw

Deadline:

Ongoing

4. AP 3720

Rick Shaw

Discussion:

Rick Shaw stated that system accounts for students should be set up in a named user account, and should not have the same access as other college constituents. His department is working on establishing a better audit trail.

Action:

None

Person responsible:

Rick Shaw

Deadline:

Ongoing

5. Chart of Accounts

Debby Hackenberg

Discussion:

Chart of accounts training sessions are being offered over the next few months for administrative staff and assistants. Schedule was handed out.

Action:

RSVP to Debby Hackenberg to participate in training.

Person responsible:

Debby Hackenberg

Deadline:

Ongoing

6. Open Forum and Announcements All

Terry Cleveland: Evacuation drill held this morning went well over all. There was an issue with two faculty members who did not comply with evacuation procedures. It was noted that the alarm system is not working in the OF2 building, which is being investigated.

Sherrie Padilla: Financial Aid numbers so far for 2014-15 total 11,569 FAFSA forms. This week is Financial Aid Awareness Week, and flyers indicating daily activities were distributed.

Dr. Jill Zimmerman: Sales are up this year for commencement regalia for May 30th. SOAR graduation is May 23rd, and 58% of SOAR students are graduating with AA degrees. Finals relaxation activities include an obstacle course and a photo booth. Student leadership luncheon is this coming Friday, and invitations have been e-mailed.

Rick Shaw: 384 people responded to the recent IT survey, which indicated that over 70% of the college population utilizes laptop computers, tablets and smart phones on campus.

Bridget Razo: Scholarship convocation is scheduled for May 22nd at two different times, in order to accommodate all recipients. There is \$190,000 in scholarships this year, which is \$50,000 more than last year.

Sharon Dalmage: STEM summer bridge program begins on June 16th, with two sessions at the Palmdale Center. The Palmdale Center expansion team has met several times and is working on program and spatial needs with architects. Palmdale City Council is being kept updated, and appreciates the expansion.

Dr. Tom O'Neil: Child Development Center is presenting a project, "Making Learning Visible," from 5:30 p.m. to 7:00 p.m. on May 21st.

Michelle Hernandez: There are new staff members and student workers at the Welcome Center. Reminder was made to keep them updated on various events taking place throughout the college, so they can advise visitors appropriately. Rick Shaw stated that he would send Administrative Council members information on how to access a centralized calendar.

Meeting adjourned at 10:47 a.m. Next meeting is scheduled for June 10, 2014.