PROCEEDINGS
Campus Communications Council

Date: Tuesday June 9, 2015
Time: 9:00 am
Place: LHC Campus room 204

Attendees: Paula Norby, Cheryl MacLean, Hannah Lawson, Kevin Smith, Meryl Vineyard, Tom Franklin, Larry Hickox, Stephanie Dieringer, Bree Karlin, Lori Hogue, Elizabeth Briere, Pam Galovich, Austin Chinen-Smith, Sandy Webber (recorder)
Absent: Michelle Schmidt

➢ Opening Announcements: Paula opened the meeting at 9:00 am. Proceedings from last meeting were accepted as presented.

➢ Important Dates: Please help us watch our calendars and dates –
  ➢ CCC are scheduled for the 2nd Tuesday of each Month 9 AM
  ➢ Foundation Chapter Meetings: 2nd Thursday each month
  ➢ June 8 – Withdrawal period starts for 8-week courses
  ➢ June 15 – Drop week ends for 8-week courses
  ➢ June 22 – Last day of the first 5-week courses
  ➢ June 25 – Start of second 5-week courses
  ➢ June 25 – Drop week starts for second 5-week courses
  ➢ June 25 – Grades due for first 5-week courses
  ➢ July 2- Thursday Independence Day observance – College closed
  ➢ July 6 – Drop week ends for second 5-week courses
  ➢ July 7 – Withdrawal period starts for second 5-week courses
  ➢ July 9 – Withdrawal period ends for 8-week courses
  ➢ July 16 – Withdrawal period ends for 11-week courses
  ➢ July 23 – Last day of 8-week courses
  ➢ July 23 – Withdrawal period ends for second 5-week courses
  ➢ July 27 – Start of 5 day work week
  ➢ July 29 – Grades due for 8-week courses
  ➢ July 30 – Last day of 11 and second 5-week courses
  ➢ August 4 – Grades due for 11 and second 5-week courses
  ➢ August 5-7 New Faculty Orientation
  ➢ August 10 – Faculty return
  ➢ August 12 – All Faculty Orientation
  ➢ August 18 – PTA Family Picnic
  ➢ August 24 – Classes begin

➢ Campus Update
  ➢ Campus projects are progressing ahead of schedule thanks to our amazing facilities team.
1. Testing center has moved into the old NAU classroom. Cameras and monitors are being installed this week.
2. MEA’s move into the old SGT room is ½ complete
3. The walls are up in the new SGT space (old bookstore)
4. Construction/destruction has started in the old testing center to make it into the new student lounge
5. PTA has expanded into room 228. Painting has already started
6. Plans have started to move the CIS computer repair class into room 810

➢ Future projects include refreshing 600 and 509

➢ Community Involvement

➢ Paula reported on the Campus and Community Outreach events that we participated in this past year and discussion was held on future events. The events included
   1. Constitution Day
   2. Color your sole 5K
   3. Rock the Vote – National Voter Registration Day
   4. Breast Cancer Walk and Community Health Fair
   5. London Bridge Days parade
   6. Block Party under the Bridge
   7. Giving Trees / MCC Shines
   8. Balloon Festival
   9. Relay for Life
   10. Art-A Fair

➢ Much discussion was held on Veteran’s Day activities, Boat Parade, and the Renaissance Fair

➢ Standing Reports

➢ NAU - Tom Franklin announced that his title at NAU has changed. He is now the Transition Coordinator. Classes will begin in mid-August.

➢ CLUBS – Paula reported that the Student lounge should be opening in the Fall with the Welcome Back Bash. SAC officer elections will be held in the Fall.

➢ STUDENT SERVICES – Meryl reported that they have an SST in training and that they are needing one more on staff. Student Services will have a “Coyote” student working the weeks of June 15 – July 15. We do not have any registration clerks at this time. Registration is being covered by personnel from the other campuses. Bree reported that they are putting plans together for staffing the Student Success Center.

➢ INSTRUCTION – Stephanie informed that there are 3 on-ground Associate Deans plus Jason Gee who is the Associate Dean of CTE. Resident Faculty will report to the Associate Dean on their campus. She also reported that they have hired an new Business Resident Faculty who will begin in August.

Elizabeth stated that PTA is looking forward to their new space. She is currently working on curriculum review and program material updates. She announced that they are admitting up to the 10% increase allowed and that the clinical sites have tripled.

➢ LIBRARY – Pam announced that we are losing the Librarian in BHC. She stated that Jill Loveless is looking at the role the library can play in assessing student learning. Pam has
been helping with the Schoology training and Danitta’s weekly “Story Time” is proving to be a huge success.

- IT – Austin said that IT should be back online today. Eric was shipped to the North Campus for the week. He stated that he will be helping with the camera installation tomorrow in the testing center and is busy in the SGT area. Paula reminded everyone to make sure they put in Help Desk tickets whenever they are requesting any kind of IT or facilities service.

LHC “Crisis Management Team”
1. Dean – Paula Norby (cell 360-791-3755)
2. Associate Dean of Instruction – Stephanie Dieringer - 505-3349 (ext-3349) (cell-846-6251)
3. Dean’s Secretary – Sandy Webber - 505-3303 (ext-3303) (cell – 727-0539)
4. Student Services Director – Bree Karlin – 505-3314 (ext-3314) (cell -486-3782)
5. Student Services Representative – Meryl Vineyard -
6. Facilities Manager – Larry Hickox
7. PIO – Jackie Leatherman - 505-5351 (ext-53511) (cell 486-2665)
8. First Aid Coordinator – Michelle Schmidt
9. Allied Health Representatives – Tamara Coleman, Lori Hogue

- Adjourned: 10:10