I. MEETING CALLED TO ORDER
Mr. Farmer called the meeting to order at 1:03PM.

II. INTRODUCTION OF NEW EMPLOYEES – None

III. APPROVAL OF MINUTES – April 27, 2009
Dr. Reece made a motion to approve the April 27 minutes; Mr. Fabish seconded the motion. The minutes were approved as presented. Ms. DeFrance and Mr. Crother abstained.

IV. BOARD AGENDA

V. ITEMS FROM INSTITUTIONAL COMMITTEES
Information Technology Standards
Ms. Krichmar distributed the attached agendas and minutes from the committee’s February 20 and March 13 meetings, and agendas for the April 17 and May 8 meetings.

Ms. Krichmar stated that Microsoft has established the end-of-life date for Office 2003 which means that they will no longer provide patches for support. Those who have not upgraded to Office 2007 will need to do so soon and this information will be posted on the Daily Falcon. Microsoft has announced an end-of-life for Windows XP and while the IT department is ready to support Vista as the new standard, they are still holding discussions to determine whether it would be best to convert to Windows 7 once it is released.

The committee reviewed several 2009-2010 area plans to work on updating the Technology Master Plan. They will monitor the 2 Samsung displays purchased by CITE to determine whether that model could be adopted as the campus standard for digital signage. They also approved the check list of required items for digital signage to include Ethernet, electrical, secure mounts, and supported file formats.
Ms. Krichmar added that the college has received an opportunity to use a Samsung display at no cost for one year through the Community College Foundation. In order to apply for the trial use of this display the college was required to present a populated location on campus with high student traffic. They have decided to mount the trial display in the Library.

Mr. Fabish inquired whether there will be security measures to protect digital signage from etching and/or graffiti. Ms. Krichmar stated that this is a concern and any digital signage on campus would most likely be in heavily populated areas and mounted so that it is out of reach.

Mr. Farmer thanked Ms. Krichmar for her report and the committee for its hard work.

Enrollment Management
Dr. Johnson distributed the attached summary of discussion from the committee’s February 19 meeting. During this meeting the committee discussed procedures for checking prerequisites and using the 3Cs component of PeopleSoft to notify students via email when they are dropped for not meeting prerequisites and other enrollment problems. They also discussed the ARCC report data and how the current enrollment trends affect the objectives and responsibilities listed in the Enrollment Management Plan. This plan is a living document that will be revised as needed to reflect enrollment trends.

Mr. Bettino added that there was good discussion during the February 19 meeting but that attendance is not as good as it has been in the past. This committee has been very successful in addressing its current purposes. Dr. Reece stated that the objective of the current Enrollment Management Plan is to increase enrollment; the college’s current issue is how to strategically manage enrollment.

Dr. Johnson stated that the committee will be discussing ways to manage the college’s increase in enrollment during future meetings. They will review the outcomes of the current plan and revise them as needed to reflect the current enrollment situation.

Mr. Farmer thanked Dr. Johnson for his report and thanked the committee for its ongoing work.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – None

VII. STATUS OF SHARED GOVERNANCE
Administrative Procedure 4230 – Grading and Academic Record Symbols
Mr. Bettino stated that this procedure was initially reviewed by the Coordinating Committee on March 23. During that meeting the committee members recommended that the proposed revisions be presented to the Faculty Senate for review and approval, and then
return to the Coordinating Committee for a final review. Mr. Bettino presented AP 4230 to
the Faculty Senate on April 14 and the proposed revisions were approved; this revised
procedure is now ready for a final review by the Coordinating Committee.

The committee recommended no further revisions to the procedure.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS
Dr. Reece shared that the Board asked the college to develop an institutional plan for
improving student success and that the Student Success Taskforce has been working on this
request. A student success survey was emailed to the campus on April 22 and over 180
responses were received by the May 1 deadline. The results of this survey will be discussed
today during the Student Success Taskforce meeting at 2:00PM and also at the Faculty
Senate meeting on May 5 to begin developing a plan. He requested that the Coordinating
Committee members forward him any feedback. Mr. Bettino stated that once the plan is
developed, it will be presented to the Coordinating Committee and the Board.

Ms. DeFrance announced that ACCME has elected its officers for 2009-2010: Lola
Rizkallah – President, Dr. Linda Rose – Vice President, Dr. Lucinda Aborn – Secretary, and
Lee Krichmar – Treasurer. Their terms as ACCME officers will begin on their first meeting
in September.

IX. PRESIDENT’S REPORT
Mr. Farmer stated that there are many wonderful end-of-the-year events scheduled this
month. The Accreditation follow-up visit went well and the college will receive a report
from the ACCJC in late June. He also stated that a President’s Message was emailed to the
campus on April 30 to share updates regarding the Accreditation follow-up visit, enrollment,
and the latest news regarding the H1N1 virus.

Mr. Farmer also congratulated Oscar Franco who was elected the 2009-2010 ASCC
President.

X. ADJOURNMENT
Meeting adjourned at 1:43PM.