Meeting Minutes 10-10-06
School-wide Council
Graduate School of Education and Counseling

Present: Peter Cookson, Vern Jones, Nancy Nagel, Lisa Pogue, Brandon Erickson, Janet Bixby, Carol Doyle, Kim Campbell, Christy McMurtry, Catherine Leedy, Tod Sloan, and Janine Alexander.

Welcome and Call to Order--Vern Jones

Community 5 Minute Updates:
Vern: The budget committee has met four times. The Oregon Writing Project is doing incredible work--they have been here since September and we have already have 5 contracts with four schools and looking into four more districts.

Tod: As noted in our last meeting, we have record enrollments; we're doing a lot of internal work-- Counseling Psychology is doing a lot of off-campus clinics, Programs for Tomorrow, etc.

Vern: We had a full house for Alejandra's presentation on Immigration; he noted that not only were all seats taken, but people were standing in the hallway. He said that a number of undergrads attended the conference which generated a lot of interest with the undergraduates.

Peter: Rosa Parks Elementary, which was built in ten months, was dedicated today.

Catherine: Sarah Costello, our new grants person, started a week ago; she is working fulltime until November. We have a group working on updating the web and they are meeting regularly--you'll hear more about that from Vern and Tod. The Development office is creating a brochure which will describe the Graduate School and its mission, and detail what we are seeking funding for.

Vern: We had our Teacher Education Alumni meeting on Monday and 30% of our Alumni (40 people) attended. We meet five times during the year on Thursday evening to catch up on their careers—what has surprised them, what interests them, etc. Faculty attendance is high.

Brandon: SUN received 90 responses to a survey on topics for the Saturday SUN series and possible social activities. The survey indicated that students are interested in a private practice panel--they would like to work specifically with the departments on doing that. The survey also indicated that a lecture on Special Education is of interest to most respondents. Although it was not included on the survey, students indicated an interest in participating in a more ambitious community service day--perhaps something extending over several weekends. In terms of social activities, Brandon said that a happy hour for Lewis & Clark Graduate Students would probably have a high turn out. He

noted that the Law School is having a Halloween party on October 21 and that they have invited the Graduate School to attend for free; Sun would like to include this in the newsletter.

Kimberly Campbell (filling in for Dick Sagor who was not present): we created a faculty survey with the help of Mollie Galloway and Tod on Programs for Tomorrow; faculty indicated excitement and passion for their work, but also indicated that it is not something they want to be required to do as part of a faculty meeting.

Christy: Wanita is out sick. The SEC met last Tuesday. Curt is working on streamlining registration and may present to faculty; community service ideas were discussed and staff is interested in getting involved--they are interested in spearheading one or two of their own ideas if possible.

2006-2007 Budget Breakdown:

Peter: Lisa and Vern created a series of graphs that explain the budgetary process—he thanked them for their hard work. Using a PowerPoint presentation, he reviewed the revenue and operating expenses beginning with 2004-2005 budget and ending with the 2006-2007 projected budget; each of these budgets were broken out by department and included district affiliated, EDLL, Continuing Education, Small Schools, faculty support (recruiting, research, grant writer, research & assessment), etc. Instructional media, dorms, CAS/Law School admissions and registration, etc. are not included in any common costs. It was noted that the Graduate School has kept tuition down, keeping increases to less than 3%. Peter reviewed the graphs and charts in detail and at the end of the presentation invited questions.

Community Service Ideas and Plan:

Nancy: Serena is handling community service ideas and will be bringing ideas to our next meeting; Brandon said he is looking at the website, "Hands-on Oregon"—wants to bring the ideas here and see what works for people.

Tod: we could link the community service with one of the Immigration series conferences which will happen on earth day in April—maybe SUN could set up booths related to health, environment, etc.

Newsletter:

Christy: Asked for feedback and ideas on the new Newsletter. She noted that Jen has done a great job, has done a test newsletter website, and will send out a link which will go live at some point; she said a writing workshop will be coupled with the "Editorial Eight or So." She told the group that the newsletter, The Know, would like more student involvement and input. Some discussion ensued regarding the size of the newsletter, the distribution and printing issues. Peter thanked those involved in putting the newsletter together.

Water and Student Access:

Carol: Suggested that we might consider testing the water or installing water filters and a water fountain in SCCC. Lisa said the School is currently having the water tested and that the results should be available in the next couple of weeks; she said that she had been unaware that water was not available in SCCC, but now that she has been told she will work on getting a water fountain installed there.

Bon Appetit Catering Issues:
Vern: we met with three individuals from Bon Appetit and worked on some procedural issues to ensure that problems we've had would be resolved; the group came up with new procedures that will help a lot, including a new form that will be available on the website. Vern said that there will be a training session for 4-5 people who will be designated as contacts. He said that the meeting was outstanding; he noted that there is an online menu and that Bon Appetit can also make things which are not on the menu (including the use of organic and local greens, etc.).

Procedure for hiring Non-Faculty:
Vern: Handed out "Procedures for Requesting and Hiring Staff" form created with Human Resources; he said that it provided consistency in hiring for all positions. He also passed out administrative organizational forms: 1)Administrative Organization; 2)Navigating the Grad School (FAQ); 3)Changes in Staff Positions, Locations, etc. Vern said that the forms were being handed out to SEC, GSCC and SWC at their request; Kim requested that the forms also be handed out to FEC and Vern said he would do so.

ACTION ITEM—MOTION APPROVED
Members voted to approve the minutes of the September 12, 2006 SWC Meeting with minor changes.