

IDC MEETING MINUTES

February 14, 2023

MTC 313

1:30 p.m.

ATTENDEES: Lenora Cook, Leroy Cox, Anne Dotterweich, Richard Fort, Jim Lane, Shelia Mauppin, Mickey McCloud, Vince Miller, and Mary Wisgirda

Old Business

The meeting minutes from the January 10 meeting were posted on InfoHub.

Replace construction management instructor; position approved online prior to meeting.

New Business

Foundation Update

Joy Ginsburg, Executive Director Foundation, provided an overview of the Foundation's organizational structure compared to JCCC, their tax-exempt status and operational parameters. She asked the deans to include the Foundation staff in all fundraising activities to ensure they are strategic and to avoid duplication and preventable costs. The Foundation staff is available to assist in planning any fundraising efforts.

Remodel schedule First floor GEB (Leroy)

The timeline for the first floor GEB remodel has not been finalized. All efforts will be made to minimize noise levels during instruction time, including third shift work schedules.

PaperCut (Vince)

The deans discussed PaperCut usage and how to prevent misuse of printing. The deans will send Vince usage needs in their division for instructional use to evaluate PaperCut guidelines for students. Divisions should continue to encourage digital formats as appropriate/available.

ILL Courses (Jim)

The appropriate components of an ILL course as a F2F, hybrid or online delivery method were discussed.

Chair Academy (Richard)

Richard shared a list of responsibilities/tasks for department chairs.

Action Item: Anne will post the list on the IDC Teams for review and additions.

Action Item: Mickey will coordinate with Faculty Development to create a chair/director operational training module.

Assigning Larry's committee roles:

Upon Larry Reynolds retirement, his committee re-assignments will be:

- Space Committee – Jim Lane
- Peer Review Council Administrative Liaison – Mary Wisgirda
- Joint Task Force on Faculty Evaluation – Vince Miller
- College Awards Committee Chair – Lenora Cook

Listening Sessions (Mickey)

Mickey and Judy will be facilitating listening sessions as an opportunity for the divisions to voice ideas about synergies as the two branches are merged under the provost model. A schedule was distributed and should be shared with the division's faculty and staff.

Stellic

Vince provided an update on the Stellic pilot. He emphasized that expected course offerings shown in future semesters in the Plan My Classes tool that are based on historical offerings are not a guarantee of courses being offered in a particular semester. Also, it is a planning tool, not a registration tool at this time.

Hiring Committees

Shelia is chairing the CAO hiring committee, Mary is chairing the Dean Industrial Technology hiring committee and Jim is chairing the Dean Communications, English and Journalism hiring committee.

The meeting was adjourned at 3:00 p.m.