

College Council
September 8, 2009
Meeting Minutes

Attendees: Dean Bingham, Russ Fillner, Jennifer Skartveit, Suzanne Hunger, Janice Bacino, Candace Pescosolido ILO Art Warner, Steve Lewis, Wyatt Conard, Sarah Dellwo, Joan Schneider, Brandi Foster, Mike Brown, Jeff Block, Kevin Brockbank; Recorder: Winnie Strainer

Absent: Tim Harris

Dean Bingham reviewed the purpose of the College Council:

- Look at what the direction of the Institution is
- Representation by all areas of the College
- Evaluation component; self assessment
- Resource allocation; whether it's funding or human capital
- Institutional Participatory Governance

Agenda Items:

- First agenda was set by Dean Bingham and Brandi Foster; future agendas will be set by the Council
- Agenda items will be requested by Winnie prior to each meeting

Council Prep for Meeting:

-Each member of the Council was asked to review the Institutional Mission Statement, Vision Plan & the Institutional Assessment Template

Dean Bingham handed out his draft Goals and Objectives for 2009-2010

- Reviewed his process for goal setting
- Our Strategic Plan is up in 2011
- The BOR will be looking at approval of a new Strategic Plan this year

Brandi Foster reviewed the Mission survey results:

- As an Institution the grade was about 50%
- Results were better than she anticipated
- The 1-5 grade of the Institution came out as a 4
- High response; approximately 70 turned in
- Adjuncts and Work Study's were not given the survey

Dean Bingham reviewed the schedule for committee meetings and reminded the group that the 4th Tuesday of each month has been designated as the day to hold committee meetings, if possible.

Brandi reviewed the Institutional Assessment Template

- The template should be used by the Institutional committees for setting goals and objectives

Goals:

IT Committee/Department goals and Mission Statement for 2009-2010 reviewed by Jeff:

-The group discussed whether or not the Committee and Department are separate entities

-Main focus is the website

-Policy completion

-Web camera policy is complete

Academic Goals will be forwarded Winnie by Brandi

Action Item: -Each Council member will collect the goals from their area(s) and council members will forward to Winnie

Action Item: -Items will be put in a share drive folder to allow access to everyone

Student Services Goals reviewed by-Mike:

-Student Services also developed a Mission Statement for the area

Grants Committee as reviewed by Kevin:

-The Grants committee does not have goals set for this AY

-Posed the question to the council as to what the charge of the Grant's committee is

-Not a grant writing office

-The group discussed the purpose of the Grant committee

-Assistance on how to write a grant

-Oversee the Perkins Grant was the initial purpose

-Institutional checks and balances

-Help people research where there are grant opportunities

-What can the committee do to help the Institutional with grants short of writing them?

-Collection point of Institutional grants

Quality of Work Life Committee Goals reviewed by Steve

-Discussed that he would like to change the name from Wellness & Social

-First committee meeting is two weeks from today

-The committee will be reviewing the goals set last year

Action Item: Bullet point list from each committee as to what the committee's purpose is

The Assessment Committee is waiting for the Council to determine what their charge is

-Brandi discussed that the Assessment Committee's purpose has yet to be determined; we may not know until after Accreditation;

-Will take a little time to work them into the structure

-Candace asked how the Institution gives direction to each committee

-The Council is the venue for providing direction

-The committees were, in some cases, working autonomously and that is part of what prompted the Committees & Councils restructure

-We want to ensure that we do not duplicate effort

Student Senate Goals as reviewed by Jennifer:

-Jennifer discussed that the Student Senate will be meeting tomorrow

-They will have met four times by the next

-The Template will be used

ECOS Goals as reviewed by Candace:

-The By-laws provide clear direction as to how ECOS is supposed to run, etc

Budget Committee Goals as reviewed by Russ:

-Has yet to assess how they did on achieving last year's goals

Enrollment Management & Institutional Advancement reviewed by Suzanne:

-Suzanne discussed that in the past the committee has generated their goals

-Would like direction from the Council

Next meeting in October/Action Items

-Areas will have their draft goals to Winnie by October 1 for review by the Council

-A bulleted document that states what the function is of each committee

-The Senates will differ from the committees since they have By-laws to follow

-Take a look at our goals as a Council

Miscellaneous Items:

-Brandi wants to make sure at the end of the year we have an Institutional Assessment document

-Joan asked about the former committee that dealt with remedial courses, etc

-Mike reviewed information about a grant which would provide remedial services

-We need to keep in mind the new Accreditation format

-Educating the Institution as to what Assessment is

-Take a look at how we use, collect and report data

-Who is involved with collection and dissemination of data

-Joan discussed having a set records management system

-Mike discussed the enrollment numbers and what the Institutions plan is with 100 more students

-If we are going to maintain a high enrollment environment, how do we deal with that?

Dean Bingham discussed the purpose of Task Forces

5:00 p.m. Meeting Adjourned