

**College Council**  
**3:30 p.m. – 5:20 p.m.**  
**February 9, 2010**

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

Institutional Assessment:

- Brandi reviewed the plan for Institutional Assessment
- Implement a document that will be brought to the College Council in March

**ACTION ITEM: *March meeting Brandi will bring the document that shows how to connect the program assessment to Institutional level assessment***

Staff Senate:

- Dean Bingham reviewed Staff Senate membership
- Can the middle management group be included in Staff Senate
- Kelly amendment is in the By-laws and refers to contract professionals who are not directors
- Union matters are not discussed at Staff Senate meetings per Wyatt

Online Strategic Plan Draft:

- Kevin briefly reviewed the rough draft
- Requesting informal feedback/comments be sent to Chad or Kevin (preferably Chad)
- February 19<sup>th</sup> is the end of the informal feedback period
- Final draft target date is the end of April
- Art will forward to all faculty

Old Business Review:

- Tobacco Taskforce
- Will be meeting next week

**ACTION ITEM: *March meeting Kevin will have an update on the Tobacco Taskforce***

- Bacchus Grant Update
  - 8 campuses are participating
  - Information will be going out via email to students only
  - Targets smokers only
- Mission Statement Taskforce
  - Has met and will meet again on Friday to continue review of Mission statement
- Lincoln Public School
  - Meeting with Administrators on February 23<sup>rd</sup>

**ACTION ITEM: *Dean Bingham will work with Laurie Maughan, Lincoln Principal on an agenda***

- Budget Update
  - Committee is continuing to review the individual budgets
  - Some information is still coming in from areas

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- Approaching 1million dollars over
- Leadership is taking on the personnel piece
- Budget committee is focusing on the Operation piece
- Russ will have a firm number at the Wednesday Budget Committee meeting two weeks

from tomorrow

- Grants Committee
  - Still time to sign up for the Grant Writing training this Thursday & next Thursday
- Safety Committee
  - Met this morning
  - Spent quite a bit of time on Near Miss Incident Reports & Accident Reports
    - Near Miss forms will be sent to Gary F. first
    - Maintenance issue fixes will be handled and annotated as fixed
    - Other Near Miss Incident Forms not maintenance related will be forwarded to

the appropriate area

- Russ is working with Danny on establishing a Safety page on the UMH website
- Discussed chemical disposal and gave Jenni the go ahead with clean-up
- Mirrors in the halls at key intersections is on the agenda
- Russ discussed the VOIP system that would allow for phones to be placed in each room
- State Inspector has been through Donaldson and will inspect the AP next

College Council Mission Statement & Goals(handout):

- The draft mission statement was discussed
  - “The College Council is a representative body whose mission is to advance the strategic direction of the institution through assessment and planning”
- Group consensus is to use the draft College Council Mission Statement for goal setting
- Suzanne reviewed the handout

Draft goals discussed:

1. Develop a process for College Council to assess institutional direction (via priorities for action at program/department level)
    - a. Complete by May 1<sup>st</sup>
    - b. Do the institutional level assessment over the summer
    - c. Core Themes due Spring 2011
  2. Use institutional assessment to guide development of a new mission statement
    - a. Strategic Plan due 2011
- External considerations
    - BOR Strategic Plan
    - Community needs

Time Line Discussed:

Feb-May 2010 Develop process

May-Aug 2010 Institutional Assessment/Mission Statement assessment (current)

Aug-Jan 2011 Write Mission/Core Themes

Feb-May 2011 Write Report one - NWCCU

-Brandi reviewed report requirements

-Winnie forwarded the guidelines to all Council members

***ACTION ITEM: March meeting Brandi and Mike will be attending the NWCCU training next week and will bring information back to the Council that may help determine if the timeline is accurate***

Next Meeting:

-Suzanne will continue discussing goals

Meeting adjourned