College Council
3:30 p.m. – 5:00 p.m.
January 12, 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

College Council Mission Statement (handout):
- Mission Statement should express our reason for being by stating our purpose, our business, and our values
  - Purpose of this Council:
    - Have a centralized group that was responsible for connecting, planning, and assessment on an institutional level
    - To improve
    - Sharing information, institutional communication
    - Total institutional involvement
    - At some level, everybody in the Institution should be represented on this Council
    - Coordination
    - Assess the institutions progress towards the collective plan

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<tr>
<th>Value</th>
<th>Business</th>
<th>Purpose</th>
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<tr>
<td>To improve</td>
<td>Planning Assessment</td>
<td>Institutional Communication/Disseminate Info</td>
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<td>Individuals</td>
<td>Coordination</td>
<td>Evolvement of Institution</td>
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<td>Education</td>
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<td>Strategic Development</td>
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<td>Collaboration</td>
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<td>Moving Institution forward</td>
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<td>Collective Decision-making</td>
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<td>Efficiency</td>
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**Proposed Mission Statement:** The College Council is a representative unit that coordinates and assesses the institutions efforts toward identifying and implementing the strategic plan.

The group discussed moving the word “assess”:

**Proposed Mission Statement:** The College Council is a representative unit that coordinates the institutions efforts toward identifying, implementing and assessing the strategic plan.

- The group discussed their ideas as to the purpose of College Council
- Assessment should be done throughout the entire institution; top to bottom, bottom to top and side to side
- We need to constantly evaluate on a variety of levels where we are headed
- How does this Council meet the mission of the Institution?
- How does this Council meet the strategic plan of the Institution?
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College Council Goals:

**ACTION ITEM:** *Further discussion on the proposed Mission Statement and the College Council goals will continue at the February meeting*

Scheduling Events in MRM:
- Internal events are being scheduled with little or no advance notice and require set-up or require coverage by Facilities personnel outside of normal business hours

**ACTION ITEM(S):** *Kevin will take the item back to Christy for discussion*

Dean Bingham will meet with Shelly, Christy and Kevin regarding MRM

Grant Training Opportunity:
- Training will be February 11th from 4:00 p.m. – 6:00 p.m. and February 18th
  - Michelle Robinson will be the instructor
  - Open to entire campus with a max of 40 people

**ACTION ITEM:** *A formal email and flyers will be sent out this week by the Grants Committee*

Bacchus Grant:
- Tobacco Free Campus Program grant was discussed by Sarah
- Includes smoking cessation programs
- Sandy Sacry will be in charge of the grant
- Tobacco Task Force members will be set after the beginning of the spring semester due to student participation requirement

Enrollment Management Committee (EMC) – Proposal for Admissions Applications Deadline (handout)
- There is not a current UMH Admissions policy
- Current deadline of 5 days after the start of classes has been reviewed
- Handout provided Study of Late Admission data
- The recommendation from the EMC is that the last day for enrollment be set as the last business day prior to the start of the semester
- Dean Bingham asked if the data can be broken down by program
- Protocol for those students who miss the new deadline to re-engage them in the future

Work-Study Program Update:
- Dean Bingham, Mike and Valerie met this morning
- Reviewed all areas that have Work-Study students and how many hours were worked
- Valerie has requested an increased funding amount for next year
- As of today there will be no Work-Study funding for Summer Semester until July 1, 2010
- Work-Study students cannot be used to supplant College functions
- The projections do not include any new Work-Study positions that have been requested
- We currently have approximately 50 Work-Study students

Miscellaneous Item: Russ reviewed Budget update

Meeting adjourned