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 19th 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 23rd

**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
- Approaching 1 million 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 1st
   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
College Council Minutes
02-09-10
Page 3

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