

College Council Minutes

Organizational Meeting June 21, 2023 10:00 a.m.

Present:

Chair: Chad Miltenberger

Chris Mehl

Diana Herrmann

Lisa Chamberlin

Lori Peterson

Sara Egbert

Laura Wooster

Jacquelyn Ray

Brooke Marshall

Angela Evensen

- I. Welcome by Chad Miltenberger. Chad asked if everyone had an opportunity to review the draft minutes from the College Council meeting of June 7, 2023. Sara Egbert asked that paragraph III. Section A. be amended as follows: strike out the part about fear of retaliation as that was not the spirit of the conversation and add “Council members voiced concerns that the regular presence of ELT at College Council meetings could unintentionally sway the thoughts and opinions of council members before they have had the opportunity to fully consider the issue at hand, formulate individual thoughts and opinions, and deliberate as a group prior to making recommendations.” With no additional changes requested, a Motion was made by Sara Egbert, Seconded by Lisa Chamberlin and unanimously approved by College Council to accept the minutes with the added amendment.

- II. The results from the poll regarding the time of day meetings will be held was reviewed by Chad with Council. The most voted for time was 3:00 PM – 4:30 PM with the second most voted time being 10:00 AM – 11:30 AM. Comments were made that afternoon meetings may work well for Faculty and give them an opportunity to be more involved and also for those traveling out of town an afternoon meeting would give them time to travel here. A Motion was made by Chad Miltenberger to schedule the College Council Meeting times for 3:00 PM – 4:30 PM, Seconded by Lisa Chamberlin and unanimously approved by College Council to approve meetings times as stated above.

III. Chad announced the results from the election of Past Chair and Chair Elect:

The following were Elected:

Past Chair: Lisa Chamberlin

Chair Elect: Sara Egbert

IV. Chad turned the floor over to Jacquelyn to discuss updates on the College Council Handbook.

- a. Jacquelyn discussed the meeting with Chad H., Chad M., and Dan Hall regarding the Handbook. They will draft the Handbook with the intention of representing College Council and what Council wants to accomplish and convey. It was mentioned in this discussion that the committee is reviewing “Charter” templates, communication plans, handbooks, and mission visions to ensure that they are not missing anything when laying out the College Council Handbook. There was concern by Council members that the Handbook will not be ours but rather going to be published from “other works.” A comment was made that the Council will drive the Handbook but we want to look at previous/prior documents to make sure we are covering and including everything. This process should not influence what the Council is trying to accomplish or achieve as this will be “our” Handbook and a tool that will provide guidance.
- b. It was proposed by Jacquelyn that each Council member take 10-15 minutes and write down “what are elements of a successful communication plan? Who is involved? How does it work? How do you see this working in the future?” These can be E-Mailed to her or the Council can add this to the Agenda and discuss at a meeting.
- c. A draft of the Handbook is available in Teams which is updated frequently. There will also be a “Handbook Draft-Available to Comment” for Council members to review and leave comments or suggestions. Jacquelyn will take these comments and suggestions and add them to the “Handbook Working Draft.” Below is the path in Teams to access the “draft” Handbooks:

Group Documents-- Vision, Mission, Goals_Members-Handbook Draft

- V. Lisa volunteered to make a template form for the other College Committee's to use when requesting assistance from College Council, something to get by in the interim and the Council can revisit this at a later date to revise if needed. Jacquelyn offered some forms that had been provided by Dan Hall from a previous University he worked with and said she would save them out in the Group Documents on Teams should anyone like to review them.
- VI. Requested to add the following Item for Budget Council on the July 5th, 2023, Agenda:
 - Position Savings Sweep
- VII. Next meeting will be Wednesday, July 5, 2023, at 3:00 PM.

The meeting adjourned at 11:07 AM