

College Council Minutes

Organizational Meeting August 2, 2023, 3:00 PM

Present:

Chair: Chad Miltenberger

Chris Mehl	Christy Doyle
Lisa Chamberlin	Lori Peterson
Sara Egbert	Laura Wooster
Jacquelyn Ray	Brent Hinshaw
Erika Bockmann	Chad Hickox
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 21, 2023. With no changes requested, a Motion was made by Brent Hinshaw, seconded by Sara Egbert and unanimously approved by College Council to accept the minutes as written.

- II. Budget Procedures were reviewed by Lori Peterson. In the past, the budget office did what was referred to as “The Sweep” – moving turnover budget variances and vacancy savings to a centralized account to be reused strategically for the College. A few years ago, this practice was stopped, which has resulted in budget savings laying unused in various departmental budgets.

Budget Council has proposed that the sweep resume, so that these idle budgets can again be used strategically. Departments have concerns that their budget is being taken away from them. The reality is that departments are budgeted **positions**, not amounts of money. Salary and benefit budget amounts cannot be moved down to cover operating expenses, and new positions need to go through ELT to be approved (at which time they may be funded through vacancy savings). When a position is to be refilled, only the idle months budget are swept (as well as the difference between what was budgeted and the actual salary the position is filled at – whether positive or negative). So, in cases where departments had months of vacancy savings, or where that position was filled under budget, those savings sat unused for the remainder of the fiscal year without the sweep.

- III. Chad Hickox talked about the College’s Strategic Plan which is in a “draft” phase and said he would like to present the draft at the next College Council meeting for review and discussion as College Council did not exist at the implementation of this draft and he would like to get Council’s feedback.

- a. Chad also discussed revisiting the implementation of “Achieving the Dream,” a national organization improving student outcomes by creating opportunities and removing barriers as this is something that aligns with the work that Walla Walla Community College wants to do. He asked the College Council to consider: What impact this may have on them and their groups? Decrease workload and ease burden? Increase workload with new software? ELT would like to continue further exploration of Achieving the Dream but would also like to hear from College Council of any potential problems.

IV. The draft calendar was reviewed and a discussion was led by Lisa Chamberlin as she gave an overview of the calendar and some points of discussion were:

- July 1 start date (need to decide yes/no)
- CTC requires calendar updates quicker and earlier in the fall – need to have in place 2-yrs in advance
- Not a lot of Flexibility in the calendar/dates are established
- Solves many issues in Financial Aid, Student Financials and business Office related to the fiscal versus academic calendar in ctclink and how we deal with tuition
- Cleans-up the Wednesday Start Spring Qtr for Admissions
- Adds Juneteenth Holiday(s)
- Breaks: 4-Week Fall; 3-Week Winter; 2 Week Spring and 2-Week Summer (with as few exceptions to that pattern as possible.)
- Form a Committee to review time frames and dates on calendar (Laura, Erika, Tessa, Maisee, Dianna H., David, Jim, Lexi, Graydon, Lisa)

V. Jacquelyn reviewed the progress that is being made on the Handbook and did a brief overview of the following:

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History and Background w/Visuals

Jacquelyn, Dan Hall, and Ricardo Chavez are working to make the Handbook readable, visual, and interesting with action steps and clear language. Both Dan and Ricardo would like to attend the next College Council meeting to discuss the Handbook and the next steps. A current draft is available in the Teams Folder for review.

- VI. Chad Miltenberger discussed getting College Council communication accessible to the College Community similar to what we have for the Board of Directors and ELT. Lisa Chamberlin mentioned that she and Miguel Robles are working to get an inactive site up and going for the purpose of using it for College Council communication as it can be used to post meeting minutes, Agenda's, the College Calendar and any other pertinent information the College Council would like to share.

- VII. Next meeting will be Wednesday, August 16, 2023, at 3:00 PM.

The meeting adjourned at 4:17 PM