**College Council Recharge Meeting**

**Monday, January 12, 2015**

**10:15-11:45am / RR117**

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| **Review of Previous Meeting Minutes:**  Change wording on sentence regarding a new hire and being on a committee.  Johnney’s name is spelled incorrectly in some places.  **Follow-up on giving students access to the committee websites:**  Tami and Dean Walch met and in looking at the committee websites, found some/most to be very outdated. It is possible to give the students access but do we want to with most of the information incorrect? Tami spoke with Johnney and Johnney said to not give them access until the websites are cleaned up. Johnney will then go to ASG and share the information about the committees. Then ASG will contact the Chair of the Committee will be contacted by ASG to get information about the committee and what is the expectation of a student to attend their committee meetings. We need to invite conversation of both sides of this. Phillip will partner with Johnney to help with the communication piece with the Committee Chairs. The potential communication and coordination between ASG and the committees will be shared/vetted with the committee prior to sending it out. |
| **Review of Recharge Timeline**  Activity #4 on spreadsheet – Look at the definitions of policy vs. AR. Phillip will review the first part of #4 with Presidents’ Council tomorrow.  Phillip has sent links to information about committees from other colleges. Are those helpful as we look at CCC’s committees? The group would like to look at our own structure/set-up of committees and then if other examples from other schools are needed to help the committee, we will look at those.  Should the sabbatical committee be on the list of committees to invite? This particular committee does not report back to College Council. The group concluded that it should not be invited/included. It was discussed and (concluded) only committees that report back to College Council should be invited to present at an upcoming College Council meeting.  Group Traffic Appeals with the Campus Use Committee on worksheet.  Current work plan dates were discussed. It was also discussed that committees invited to present can adjust their dates as needed.  We need to get the word out so people will attend College Council meetings to hear the committee presentations. Should we have any committees present on March 20 since it’s the Friday of finals week? The group decided that March 20th should not be a possible date for presentations.    Mickey Yeager is chair of the Signage Committee.  ITC/IRC – are they the same? Maybe we should delete the parentheses? There will be a presentation at Faculty Senate regarding ITC. If information arises from this presentation, it may influence future presentations of ITC.  SWAG is the social web action group.  There is a spot on the spreadsheet for new committees to present to College Council. Should we leave it on there? Yes, as we don’t know enough yet to say no.  Phillip will work on updating the timeline and have it out to this group by Wednesday. |
| **Reports to College Council**  Nora asked the question about how and when we would contact committees. Phillip informed the group that he and Tami were going to have a conversation the week of 12th and send out emails to all committees. The questions developed below will accompany said email. For the reports to College Council, what do we want to hear? Same questions to all? Freestyle? It should be the same for each report.  *Questions and what to include in initial email to committee chairs:* Considerations of context, explain college council recharge committee.   1. What is your charge? 2. Who is included in your membership and specify who the chair is? Are there mandates for membership for this committee? Are students represented on this committee? 3. What types of activities and actions take place in your committee? 4. To whom and how do you communicate changes or actions from your committee? 5. How does this committee affect/impact students? 6. What else do we need to know?   If there are any committees that don’t have a charge, Kate volunteered to work with them. |
| **Sub-items Assignments and Steps**  Phillip quickly introduced the concept as it regards the items for the subcommittee as we consider and divide up topical areas --- divide and conquer. The group discussed the issue and tabled it for further consideration. |
| **Individual Reports**  Tami showed the Office365/SharePoint site that has been created for this committee. Invitations will be sent out to allow access. There are 2 ways to show documents, one under notes and the other is to upload the documents. After seeing both, the group agreed that they would prefer them as uploaded documents. |
| **Attendees:** Phillip King (co-chair), Amanda Coffey (co-chair), Tami Strawn (recorder), Jenelle Vader, John Phelps, Nora Brodnicki, Kate Gray, Patty DeTurk, Mary Collins, Johnney Russ (ASG) |