**College Council Recharge Committee Meeting**

**April 6, 2015**

**8:30am-10:00am / RR117**

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| Tara Sprehe will be joining this committee. Shelly Parini had to resign.  We are all talking to people to get their feedback. Should we do a review? Something like the pillars? That way people don’t think we are being secretive. |
| **Review of Recharge Presentations from College Council**  There were 2 presentations at College Council last Friday, April 3, 2015.   1. **Financial Aid Advisory Committee – Chippi Bello, Director of Financial Aid, presenter.**   Chippi presented a handout with some of the information of the charter. Asked question about faculty involvement. Is it necessary that faculty are on this advisory committee? Does committee equal representation across the campus? Important to have a student on it. Kelly Mercer is faculty on committee. Johnney contacted Chippi. The committee meets irregularly so hard to get a student there. Now, there will be a student assigned to the same committee all term. It’s a struggle to understand financial aid. Need to demystify financial aid.  Went through make-up of committee. 2/3 in financial aid. 90% AFAC. No other reps from THOW. Membership question? Representation and stakeholders. Just because we have representation doesn’t mean all the stakeholders are there.  Kate: Advisory group –overseeing a local function?  If they were listed on the committee website, they were Invited to give a presentation. Listed as committee why they are up there. Should just be an advisory group.  *Recommendations:* may still tell us what’s going on but it’s should only be an advisory group. Need to demystify financial aid for the college. Doesn’t mean it rises to a committee.  Johnney reported that as a student financial aid is one of the hardest things to understand.  Offering recommendations to help demystify: FAFSA lab. Cheat sheet for everyone on campus with information and due dates. What are the rules? Affect Vets different than others? Include name of who to refer to. List all rules. **Who are they? Advisory Group.**  We can’t all understand financial aid. We have staff for that and we rely on their expertise. Reasonable for faculty to understand grades. Grades and effect of financial aid. Focus inservice on an activity - “Learn by Doing”. CLC - grading never linked to financial aid. Showed lack of understanding around grades. Dedicated time. Board of ED want to participate to do what a student does – walk in their shoes. Incorporate into new student orientation with tours. Cheat sheet.   1. **Scholarship Committee – Greg Fitzgerald, Foundation Director, presenter**   Committee of 7. Financial aid touches certain things. Specialized people who do that work. Darcie Iven works with high schools. The advisory group looks at different types of scholarships, additional dollars for death of a faculty member and gives recommendations for events. Greg wants to start monitor the student once they are awarded a scholarship. They sign an agreement and have to do certain things. Don’t follow the agreement they lose their waiver. Have them connect to an advisor and financial aid so that we monitor them and give them feedback. Need to stay on top of things.  Is it a committee? Top down group. Changed due dates, celebrations. Its top down – why not more inclusion – last minute changes.  When an instructor writes a letter of support for the student, the system doesn’t allow the student to see it. Faculty have to send it via email. The system needs student access to their support letters.  Do they have the staff to support monitoring the students who receive scholarships? Need to give feedback to advisory groups. Sounds like they are not getting feedback. They want to hire an advisor to communicate and connect with the students - when they get close to raising $700,000. It’s a standalone department but still needs to communicate with the whole college when it affects the whole college. Changes should be brought to College Council. It can be read and reviewed at College Council.  A distinction between more than 2 departments should be on committee list? Not warrant a space on web page but making a report to CC when things affect more than 2 departments. Represent all these groups we are talking about.  John says get a person now. Be more transparent.  Broader advisory group functions. College structures not connected in the right ways. Working too independently.  Financial aid date changes linked to Federal Regulations. Scholarship changes more independent.  **Who are they? Advisory Group.** |
| **Finalize Decision Making Grid/Matrix**  We currently have 3 grid/matrices that we are looking at: the original one that Mary created, the one that Phillip and Amanda took to Presidents’ Council and the matrix that was presented at the Department Chair Meeting. Copies of each were handed out.  The one presented at Presidents’ Council was well received. They commented that it looked good and for the group to keep going.  The matrix that was presented at the Department Chair Meeting had questions asked also. The group went over the questions asked and the information gathered from the Department Chairs.  Question 1: Look over the grid and discuss the elements in the rows and columns. What’s not represented? What criteria and/or groups need to be added?   * Who charges or initiates each type of group? * Where do AdHoc committees fit in? Are they something else? * Approval structure identified. * How are decisions documented and implemented? * Number for each division. * Representation and stakeholders. Others. * Structure: internal leadership. * Who is calling it? * Communication up and out? * Appointment and tenure.   Question 2: Choose one or two committees, councils, etc that members in your group currently serve on or have served on in the recent past. Where do they belong on the grid? Does that seem right? Why or why not?   * College Council.   + Has council.   + Core Theme teams hard to place.   + Decisions vs recommendations.   + Scope of the decision. May be decisions on a small level. Impact of them.   + Make decision what goes in those boxes.   + Quality of how the decisions of the targets are made.   + Core theme teams. One of the newest groups we have. Let’s clarify it.   + Scope of recommendations, scope of decisions.   + Categories on the left for groupings. * Curriculum Committee.   + Multiple years.   + Subject matter specific.   + Ultimate authority.   + Unsure on some of those questions.   + Required to report out to a body?   + Yes they do vote.   + Not tactical or strategic decisions.   + So many people on committee they report out.   + Could it be a council?   + What is the scope of the decisions we make? College wide, department specific. Another category?   Question 3: Create a new “group” (serious or not) and decide where it would “go” on the grid.   * Fix our phone system and CCC 411. Task force. Meet then stop meeting once fixed. * Reputation management committee. Want to be able to vote. * Task force – feasibility study on building math dome. Temporary and once construction complete is discontinued. * Registration pub.   Question 4: After the activity: Does this help explain and understand how our committees function? What more would you need to explain CCC’s decision- making structure?   * Not given much thought as to why called one of these groups. * Wrapping head around distinguishing groups. * Want to participate trying to define it. * Volunteer to do something, there is a structure. * You have to have a charge, a task force check these boxes. * Appreciate involvement. * Ones we are currently participating in. * Helps to understand our purpose better.   Amanda: Walked through the matrix with chairs. It was a good activity. The chart is not intuitive - isn’t enough yet? Needs a little bit more set up - more information to use the tool effectively.  Kate: Feels similarly to Amanda. Struggled with categories. Helpful to start the discussion.  Nora: Good exercise. Got good feedback. Letting people know this is what we are thinking about. Take some of this information, move forward and continue to check with that group.  Phillip: Department Chairs appreciated being involved in this activity and not just talked to about it. Appreciated hearing about it. It fits the work they are doing. Wants check-ins and hear about what’s going on. Joanne also appreciated the presentation at Presidents’ Council.  Do we want this much detail on the matrix? As we move forward, it needs to be created for everyone. Place matrix on the College Council page maybe? How do we whittle this down so it makes sense to us?  Patty: If you don’t gather enough to being with you have to go back and ask again. If you have too much you can whittle that down.  More complete upfront. More substantial.  Kate asked how about a subgroup to take notes and make happy mediums?  Amanda – likes Kate’s idea. Likes middle page.  Johnney – likes the yellow page (presentation to department chairs). White page (PC) is too much.  Amanda - PC spoke to that audience. Our group to explain to wider college community and externally. How do we show ourselves what we do? Show the world what we do.  Johnney – yellow is more direct and makes sense.  Jenelle – likes examples on PC but likes yellow paper.  Tagging onto Kate’s comment, we have some work to take on in the next couple of weeks. Kate and Mary will work on the decision making matrix. |
| **Test Decision Making Grid/Matrix**  Moved to next meeting. |
| **Next Steps/Dividing Up Work**  Philip is thinking the following for this group:   1. Policy-board – administrative regulation (enact – details). Here are committees created at the college. This is what they do. Visions to Reality. We have committees listed that are not committees. How did they get on the website? Who put them on there? Confusion about the history. Explained better – simpler. In Visions but not an AR. How the groups are formed. Who initiates the group? If you are a committee, you would have a charge, representation, and stakeholders. 2. Clear communication matrix for each level that is present on the website. Here’s the check sheet for every group to have. Creates uniformity. Clear charter, membership, communication for each on the check list. 3. Website clean-up. 4. Responsibility and history of work – ongoing. 5. Define a way to decide an issue then connect it to a group. 6. Student role on committees. 7. Onboarding for new employees.   Phillip will send out the decision making matrix. Tackle the more complex ones, once matrix is complete. The charge of College Council Recharge is to make recommendations for each “committee”. Do a lot of the work behind the scenes. Next meeting looking at matrix. |
| **Individual Reports**  Johnney reported that he has received feedback regarding the FAFSA lab – students love it. It’s a private area to receive one-on-one help. |