**College Council Recharge**

**Meeting Minutes/Notes**

**December 1, 2014 / 8:30-10am / CC126**

**Summary of Comments**

Nora Brodnicki –

What does this (College Council) committee do? What does the ISP Committee do? Thought that ISP was the hearing place for all types of issues, especially those that were about instruction, yet an issue was differed to college council (late registration) – why? So, is the issue of late registration a policy, administrative regulation, or what? Suggesting an unclear reporting structure.

College Council should be a center point for committees to communicate. We appear to have limited reporting.

Do we need a brief reporting at each College Council from each committee?

Amanda Coffey

Overall Comments on Committees and Meetings -- We have lots of meetings, which are necessary but onerous. However, if you don’t go, you (people) are kind of in the dark. Staff really have to pay attention.

Is College Council just an announcement place?

The divisions are now broader – are two representatives enough from each division?

What kinds of decisions (if any) should be made at College Council? Who makes them?

Shelly Parini

It is a place to share broader information to the college community.

Areas/persons that fall into interested parties should attend or have representation.

What is membership? Where does new information go/come from?

What about general information?

Is the charge of each chair of the committee to update the website?

Can you imagine new people and tying to engage with them? – the current setup and our process is confusing.

Patty DeTurk

What is college council for? Do you have a charter or charge? Used to other systems where they are clearly defined, with roles and responsibilities. Does CCC have something like that?

So, what is the ultimate goal of this sub-committee and/or what are we intended to do?

We are very free-form at CCC and there are fragments of systems.

Mary Collins

Can we figure out what things college council can/should hear?

Get the pulse and opinion of others?

College Council can be the place to check ourselves.

College Council is a place for stakeholders.

Comments about the STAR of teamwork and relying on teams and teamwork.

College Council would/could be the place to operate as a team.

Jenelle Vader

Who owns the committee website? This seems/appears incomplete.

Not sure about all college functions, still very new.

How do we roll out changes and new items?

How do we communicate in the overall.

Kate Gray

Where and what happened with the college council charge? How did the mission get changed? Did it get changed?

When she was faculty president (8 years ago), College council did make decisions – is this different now?

Is there a place at the college for an instructional council? Do we have one now? What would that look like?

General Comments

* Is there a place for 15 minutes of comment/conversation/discussion at College Council? How would that/could that work? How and where could be ensure that constructive feedback is given as needed.
* What is the life of a committee?
* What is a task force?
* How do committees get started?

**Tentative To do’s and Recommendations from Initial Meeting:**

1. Follow up with copy of shared governance discovery 2014-15 year.

2. Follow up with copy of process for creating an administrative regulation.

3. Considerations:

a.  College needs an onboarding process that describes the roles and responsibilities for all college members and expectations for committee work.

b. College needs a system to explain committees, sub-committees, task forces and the associate duties of each.

c. Clarified that the original and updated (2001) version of Visions to Reality contains a definition of the function of college council.  This is the only appropriate representation of the official function of college council. The current mission (as restored to the web in September of 2014) represents the Visions to Reality functional definition.

d. College needs to spend time and energy on a communication system. It needs to be someone’s job…how do we make that happen?

e. Do we need to go back and clearly communicate what/how the current web page reflects the Visions to Reality language? Why or why not?

f. Who owns and is responsible for the committee website? Who will update it and remind others?

g. College needs to clarify and describe (in a simplified way) how decisions are made and communicated.