**Old Business**

- **DocuSign Electronic Budget Transfer Demo** – Kevin Kennedy and Decision Support Specialist Shannon Blameuser provided a demonstration of the electronic Budget Transfer that will replace the paper form starting in FY 17. With the new system, the cost center manager or originator of the transfer will enter information through the portal that will result in an email generated to the next individual in line to sign the form. When all necessary signatures have been obtained, the originator and all signers will be notified that the Budget Transfer has been sent to Business Services for processing; DocuSign generates a PDF document of the form that the originator can keep for their files. Council members provided suggestions for making the form more effective and user-friendly, including the type of instructions to be included with the form. Training will be developed and should be available end of summer/beginning of fall term to prepare for the first FY 17 Budget Transfers in October.

- **College Council Annual Survey** – Pamela Perry discussed the survey and asked Council members for their feedback. There was discussion that the survey results are consistent with what has been received in the past. Overall, awareness of the Strategic Plan is strong, but awareness of the HLC is not as widespread. The response rate was higher, with 297 surveys received, of which 242 were fully complete, compared to about 150 received last year. The survey results will be utilized when setting College Council goals for FY 17.

- **HLC – Monitoring Report Outlines** – Pamela Perry shared with Council the outlines for the three monitoring reports for their review. She asked Council members to send her their thoughts as this document will be in constant progress through late March, 2017. Council was also asked to provide their thoughts about bringing these topics to different groups within the college for review.

- **FY 17 Meeting Schedule and Membership**
  - Regular College Council meetings in FY 17 will be: August 29, 2016; September 26, 2016; October 24, 2016; November 21, 2016; December 12, 2016; January 30, 2017; February 27, 2017; March 27, 2017; April 17, 2017; May 22, 2017; and June 19, 2017.
  - The following College Council members who are completing their terms were recognized for their time and efforts with the Council: Adjunct Faculty representative Bill Justiz, Student Affairs rep Pat Zinga, HR rep Donna Stadermann, and Faculty rep Andrea Blaylock. New members will be determined and announced prior to the College Council Retreat.

**Meetings**

- The College Council Retreat will be July 11, 2016 from 9 am – 2 pm in H-131.

- The next regular meeting of College Council will be held Monday, August 29, 2016 at 2 pm in B-204/210