CALL TO ORDER
Ms. Moore called College Council to session at 2:04 p.m.

ATTENDEES
Present: Mary-Rita Moore, Chuck Bohleke, Maria Correa, Humberto Espino, Michael Flaherty, Bill Justiz, Kevin Kennedy, Pamela Perry, Sam Tolia, Pat Zinga.

Absent: Andrea Blaylock, Kay Frey, Tom Olson, Donna Stadermann.

Others Present: Cheryl Antonich, Shannon Blameuser, Evan Brown, Kevin Li, Sacella Smith, Shelley Tiwari, Brenda Jones Watkins,

APPROVAL OF MINUTES
Mr. Kennedy made a motion to approve the minutes of the May 23, 2016 meeting, seconded by Dr. Flaherty. The minutes were approved unanimously by voice vote.

HOT TOPICS
None.

OPERATIONAL ASSEMBLY
Ms. Tiwari noted that Operational Assembly does not meet in the summer, so there is no report

ACADEMIC SENATE
Dr. Flaherty had no report because Academic Senate does not meet in the summer, but he commented that he is still working on getting all surveys in and is looking to replace a sub-committee chair.

OLD BUSINESS

DOCU SIGN ELECTRONIC BUDGET TRANSFER DEMO
Mr. Kennedy introduced Decision Support Specialist Shannon Blameuser, and together they presented a live demonstration of the electronic budget transfer through DocuSign as follows. The form will be accessible through the portal (the exact location is to be determined), and Ms. Blameuser signed in as a cost center manager, and went through the steps required to complete an electronic budget transfer. As the cost center manager, she entered the names and email addresses of those who need to approve the form after her (deans, VPs, etc.). The last field will always be Business Services, who will receive documentation after all required signatures are on the form. After all names have been entered, one clicks “Begin Signing Function,” and then fills out the standard budget transfer information. Mr. Kennedy noted that Help information and a sample form are included for reference at the bottom of the screen. When the originator completes filling out the form, an email is automatically sent to the approver next in line. When all required approvals have been obtained, everyone on the list, including the originator of the budget transfer, will receive an email informing them that the form is complete and has been sent to Business Services. DocuSign places the form into PDF form which individuals can save for their records. Mr. Kennedy noted that procedures still need to be developed.
Questions, answers, and suggestions from College Council members were as follows.

- Are there allowances if someone required to sign is out of the office?
  - Yes, if someone is out it can be advanced to the next person in line or to someone else through the admin.

- What happens if a form sits idle for a week?
  - The admin will be running reports and see that.

- Is there a way to go back to a database and see your budget transfers?
  - No, the admin would have access to that, but the users should save their PDFs as generated by DocuSign.

- The paper form says Rationale; the electronic form says Description. The electronic form should be changed to Rationale, and it should be indicated that this is required.

- Is there a list of who needs to approve? The originator might not always have this information.
  - Procedures still need to be set up. Some examples could be included into the Help documentation at the bottom of the screen.

- What training will be available?
  - Ms. Blameuser will spearhead training in the beginning, then it will transition over to the PDC.

- In the Help info section, it would be helpful to have the criteria that needs to be included in the rationale, just like it was on the paper form.

- The electronic form says that AVP and VP lines are required; what if an area doesn’t have an AVP or VP?
  - That will be explored and changed, perhaps to Supervisor/VP, or something similar.

- Can the originator see where their form is in the signing tree?
  - No, only the admin has access to that. It’s only after everyone has signed that the originator gets notice.

- Is there a way to decline a budget transfer?
  - Yes, but it pushes it out of the system. If someone has a question or needs something changed before they would approve it, they should contact the originator to make that happen, rather than just deny.

- Does the system validate account numbers?
  - No.

- The form to be used for grants requires the grant accountant’s name be entered; what if the originator doesn’t know the name?
  - The grant creation form will have all of that information in the Help section, so that the originator can determine who the grant accountant will be.

Mr. Kennedy commented that this system should result in budget transfers going through a lot quicker. As the processes goes live and proceeds, assessment will be done and reported back. Training should be available in July, August, and September, in time for FY 17 budget transfers. Mr. Kennedy explained that after the Tentative Budget is approved, there are only cost neutral transferred allowed at the beginning of the fiscal year, and that a special form is required for those. After the Final Budget is approved in September, then regular FY 17 budget transfers will
begin, with the first batch going to the October Board meeting. Besides group training, training on demand might be available. Other suggestions were to create a video for people to watch.

Mr. Kennedy concluded that besides the budget transfer form, other forms currently under development are: expense reimbursement, grant budget, and travel forms.

COLLEGE COUNCIL ANNUAL SURVEY
Ms. Perry asked Council for their feedback or comments on the survey report. Mr. Kennedy commented that he wasn’t surprised by the survey results, which are consistent with what Council has received in the past. There was discussion that College Council has done a lot of different events and tried different strategies over the years to disseminate information and get people interested, and there are people who get involved and some who do not. Everyone’s situation is different, for example, an individual might be on campus to teach one class, and so they are not involved in things like the HLC.

Ms. Perry reported that Strategic Plan awareness was pretty strong, but awareness of HLC and when the visit will be was not as strong. There were 297 surveys completed, 242 of which were fully complete, which is much better than last year when 150 were received. She noted that the survey did not include drill-down questions, just high-level basic knowledge about accreditation and the Strategic Plan, and she believes that if College Council is communicating widely and broadly, that information would stick. Assuming that the respondents are the people who are most engaged, Council would hope for that group to have basic knowledge about planning and accreditation. This topic will be discussed again at the College Council Retreat when goals are developed for FY 17.

HLC – MONITORING REPORT OUTLINES
Ms. Perry reported that at the last Council meeting, she distributed outlines of the criteria, and today she has included outlines of the three monitoring reports for review. She plans to have the monitoring report completed in late March, 2017. One thing she will be adding to Monitoring Report B Assessment in the data assessment section is information on the Data Summit that was held last year. Ms. Perry asked that Council members send her their thoughts as the report will be in constant progress. She reiterated her comments from last meeting that she also welcomes input on how to bring this to different groups within the college for review.

FY 17 MEETING SCHEDULE AND MEMBERSHIP
The finalized College Council meeting schedule for FY 17 was distributed. Regular meetings will be on Mondays at 2 pm in B-204/210 on: 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 College Council Retreat will be in the H Building, room H-131 on July 11. President Moore asked Council members to confirm their attendance with her office for agenda and meal purposes.

Ms. Moore reported that she has begun to reach out to potential new members and plans to finalize membership soon, so that new members are in place to attend the Retreat. Exiting members Bill Justiz, Pat Zinga, Donna Stadermann, Andrea Blaylock, and student Baylee Cabrera were recognized for their service on College Council.
NEW BUSINESS

ACTION CHAMPION UPDATE
None; because this College Council meeting was rescheduled, the Action Champion was unable to attend.

NEXT MEETING
College Council will next meet for its Retreat on July 11, 2016 from 9 am to 2 pm in H-131. The agenda and material will be sent out well in advance to allow Council members time to review and digest the material to help in decision making and dialog at the Retreat. Members not continuing were reminded that they are invited to the Retreat. Ms. Moore asked that anyone with ideas for the agenda let her know.

OTHER
None.

ADJOURNMENT
Dr. Flaherty made a motion to adjourn the meeting, seconded by Mr. Kennedy. Ms. Moore adjourned College Council at 3:05 p.m.