

College Council
Working Meeting
October, 24th, 2017

Minutes–

Working Meeting explained Needs to be a separate meeting from the regular meeting.
Focus on action topics that need further discussion.

SPECIAL TOPIC Innovation Fund

Applications due Novemberth 9 2017 by 5:00pm. For this round of applications instructional requests are to be submitted to Leslie Moore, other areas of the college (non-instructional requests) are to be submitted to Sarah Postel.

Sarah Postel shared the steps of the process.

Innovation Fund Folder is located on N:Innovation Fund.

Within the folder are:

Project files from fiscal 167 and current project files
Innovation Fund Application Tracker
Materials file are the applicable forms

Clarifying Questions

What is College Council role?

Recommendation from College Council as to who should be on the Innovation Fund Committee

Signature Authority?

College Council is to provide a report at the Novemberth 16 Board Meeting. Josh Gerstman and Sarah will present. Focus of the report is to show the impacts of a project and its sustainability. Leslie Moore suggested picking a few of the projects that have actually had progress. ESOL Graduation Catherine Duva, Equity Version of Accelerated Learning Program. Kristen Higgins It was suggested to invite one of the project leads to share their project at the Novemberth 16 Board Meeting i.e Adjunct Faculty Orientation and Mentorship Program.

Discussion included:

Reporting midway through the project

Project updates need to be provided to College Council on a regular basis

Innovation Fund Committee will need access to the N: drive **ACTION**

Receive applications

- x Confirmation Communication that application has been received; share the estimated timeline with Project Requestor
 - x Applications are sent out to committee members within 2 weeks of receiving for review/scoring
 - x Committee meets to discuss projects and decide projects to approve
- Examples of criteria for considering a project

Will this project increase enrollment numbers?
Is there other funding sources that can be used?
Innovation Funds are startup funds need to find other sources of
funding for sustainability

- x Approval acknowledgement and reporting expectations should also be sent to supervisor.

Adding a status column on the Application Tracker was suggested

Financial Tracking of the Innovation Fund –

A budget worksheet form has been added to the packet
Time and Effort Report needs to be completed if applicable.

Business Office Role Tracking of project expenses unique account codes (ORGS) for each approved project?

Clearinghouse Funding Sites – there a list of all available funds that could be tapped into for projects other than Innovation Funds? A matrix? Is this a task that College Council could take on?

Josh asked if any of the prior committee members that would like to continue Sarah offered to continue in her role long enough to help the council through the first application process for this fiscal year.

Josh asked if the council wanted to set up separate email address for Innovation Funds. Possible **ACTION**

Dates and Times for future meetings were discussed.

Tuesday, November 28 will be a working meeting from 12 in SU Pine and Noble Rooms.

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