

NHTI College Council Minutes
September 6, 2019
9 - 10 am
Capital Commons Conference Room

Dr. Laura Pantano, Co-Chair Vice President for Student Affairs	Melanie Martel, Co-Chair President, Faculty Council
Dr. Fiona McDonnell Vice President for Academic Affairs	Laura Morgan Vice President, Faculty Council
Stephanie Milender Business Operations Officer	Kelly Luedtke Secretary, Faculty Council
Dr. Rebecca Dean Associate VP of Enrollment & Student Success	Kate Sawal Past President, Faculty Council
Laura Scott Director of Alumni & Development	Sue Diener Co-Chair, Student Success
Sheri Gonthier Director of Financial Aid	Dr. Heather Wood Co-Chair, Workforce Development/Curriculum
Rob Bowen Business Office	Dr. Kelly Dunn Co-Chair, Institutional Research, Effectiveness and Sustainability
Sarah Hebert Library	Ken Gitlitz Co-Chair, Assessment of Student Learning and Inclusion
Todd Bedell Information Technology	Barbara Stowers At Large Member
Eynas Jarrar President, Student Senate	Ed Doherty Adjunct

Stu Wallace At Large Me

The first College Council meeting was called to order at 9 am by Co-Chair Dr. Laura Pantano. All Council members listed above were in attendance. For the first 35 minutes the following subcommittee co-chairs were also in attendance: Kaitlin Moody, Co-Chair of the Student Success Subcommittee; Michele Karwocki, Co-Chair of the Workforce Development/Curriculum Subcommittee; Melanie Kirby, Co-Chair of the Institutional Research, Effectiveness and Sustainability Subcommittee; and Trisha Dionne, Co-Chair of the Assessment of Student Learning and Inclusion Subcommittee.

President Mullin-Sawicki attended for the first 35 minutes to provide an overview of the organizational structure of the College Council as well as the flow of proposals from the campus. She emphasized that proposals can be generated by any employee, team, program, etc. and will be forwarded to one of the four subcommittees listed above. If there is a question as to which subcommittee a proposal should go to, President Mullin-Sawicki will help guide that.

All current standing teams are encouraged to continue their good work. The structure of the Council does not negate nor over-ride any of this work. It simply provides a mechanism for sharing and moving information and proposals from teams, to subcommittees, to Council and then to the President. The proposal, once it is submitted electronically, will be shared with the entire campus community through the shared governance website so that the campus is informed and the process is transparent. This webpage (<https://www.nhti.edu/community-visitors/about-nhti/shared-governance>) is where subcommittee agendas and minutes will be posted along with College Council agendas and minutes. College Council meeting date, time and location will also be listed here so that any employee can attend if they wish. The President reminded the members that all are welcome to attend the meetings but only the College Council members have a vote.

Edits to the electronic proposal form were suggested and will include adding a question about which standing team the proposal was coming from or if a team had reviewed the proposal, if applicable. In some instances, a proposal can come from an individual but might have an effect on a team so that team should be noted. Since all proposals will be shared with the entire campus, teams will not go uninformed.

President Mullin-Sawicki reminded faculty that the remaining faculty names need to be brought forward to complete the Subcommittee membership roster prior to next meeting. She also stated that College Council will only meet when there are proposals to review. Melanie Martel told the Council that the names would be provided in a week or so.

At this time, President Mullin-Sawicki and the Subcommittee Chairs left the meeting.

Clarification of some of the terminology around Shared Governance was requested to be put into a handout with definitions so that all are informed. VPAA Fiona McDonnell provided statements to clarify that the entire campus is involved in Shared Governance by the work they do on their teams and any proposals they might put forward. Fiona defined it further based on NECHE terminology of “governance and organization.” The College Council is the governing body and the proposals and subcommittees are the organization for putting ideas and campus voices forward. Faculty expressed they would like a communication to the entire campus from the President clarifying that current teams remain in place and working as usual.

A group photo was taken of the entire 2019-2020 Council and a separate group photo was taken of the 2019-2020 Sub-Committee Chairs for the webpage.

Melanie Martel announced that all members of the campus are welcome to attend Faculty Council meetings on the last Tuesday of each month in Grappone 106.

Melanie Martel requested the group consider moving College Council meetings to Tuesdays during Student Activities Period based on the fact that Allied Health faculty are unable to attend the meetings. Concerns were voiced that a Tuesday meeting during Student Activity period would create conflicts for those faculty and staff members involved in advising Student Organizations, events, etc. and that this time block should remain student-focused. Concerns were also voiced that Allied Health faculty are unable to change their Friday schedules because of contract and accreditation requirements. A suggestion by Melanie Martel was put forth to use the last hour of Student Activity period, to vary the meeting time by semester or from month to month or request a substitute Student Senate representative when needed. Sheri Gonthier suggested that a proposal requesting the meeting day and time change be put forward and the Friday morning meetings remain this semester. A motion was put forward by Sheri to delay changing the meeting day and time and seconded by Stephanie Milender. A vote was taken with 7 opposed, 1 abstaining and 12 in favor of keeping the meetings on Friday mornings.

Ken Gitlitz made an informational comment that in the past he had attended Curriculum Committee meetings on a Tuesday during Student Activity time and that he didn't feel it was a problem.

A motion to adjourn was put forward by Stephanie Milender and seconded by Eynas Jarrar. A vote was taken and, in the interest of time and having no further business, the meeting was adjourned at 10:07 am.

Respectfully Submitted,

Amy Proctor,
Assistant to the President