

**NHTI College Council Minutes**  
**October 4, 2019**  
**9 - 10 am**  
**Capital Commons Conference Room**

<b>Dr. Laura Pantano, Co-Chair</b> Vice President for Student Affairs	<b>Melanie Martel, Co-Chair</b> 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	Stu Wallace Adjunct

**Absent:** Rob Bowen and Stu Wallace

The 2<sup>nd</sup> Meeting of the College Council was called to order at 9:00 am by Co-chair, Melanie Martel.

First order of business was to approve the minutes of the 1<sup>st</sup> Meeting of the College Council. Sue Diener made a motion to approve as written, the motion was seconded by Stephanie Milender and the motion carried.

A lengthy discussion regarding the timing of proposal submissions vs. the timing of the College Council meetings resulted in a motion by Heather Wood to accept late additions to the Council agenda for time-sensitive issues at the discretion of the Council Co-Chairs. The motion was seconded by Ken Gitlitz. A discussion followed and a restating of the motions with amendment took place. The amendment was to add, with 24-hour notice, in addition to “at the co-chairs discretion.” Sue Diener made a motion to amend Heather’s motion to “late additions to the Council agenda will be allowed for time-sensitive issues arising within 24 hours of the Council meeting at the discretion of the College Council Co-chairs.” Sheri Gonthier made a motion to accept the amended motion, Sarah Hebert seconded and the motion carried.

An inquiry was made about having written testimony at a subcommittee meeting if an author of a proposal was unable to attend the meeting. Several Council members stated it was their understanding that a delegate could be sent to provide testimony for the author of the proposal. The discussion clarified this to be the understanding all Council members.

A NE Delta Dental \$5,000 grant for the mobile clinic was approved by the Institutional Research, Effectiveness & Sustainability (IRES) Subcommittee and forwarded to Council for approval. Sue Diener made a motion to approve the grant proposal, it was seconded by Laura Pantano and the motion carried with Laura Scott abstaining from voting.

A League of Innovation Grant for \$400 to support holding an event addressing the opioid epidemic on World Health Day, April 7, 2020 was also approved by the IRES Subcommittee and forwarded to Council for approval. Fiona McDonnell made a motion to approve the grant, Stephanie Milender seconded and the motion carried.

It was announced that Tracey Lesser would be serving on the College Council while Kelley Luedtke is away on maternity leave.

The meeting adjourned at 10 am.

Respectfully Submitted,

Amy Proctor, Assistant to the President

DRAFT