

## College Council Working Meeting October, 24<sup>th</sup>, 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 November 9<sup>th</sup>, 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 16-17 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 November 16<sup>th</sup> 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. i.e. ESOL Graduation –Catherine Duva , Equity Version of Accelerated Learning Program – Kirsten Higgins. It was suggested to invite one of the project leads to share their project at the November 16<sup>th</sup> 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-

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

- 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 Site – is 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 a separate email address for Innovation Funds. Possible **ACTION**

Dates and Times for future meetings were discussed.

Tuesday, November 28<sup>th</sup> will be a working meeting from 12-2 in SU Pine and Noble Rooms.

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College Council Representatives:

Administrator Representatives: Timm Lovitt, Dani Crivello- Chang

Classified Representatives: Kathi Anderson, Zach Lambert

Exempt Representatives: Josh Gerstman (Council Chair), Leander Yazzie, Stephenie Cheng-LaBoyne, Nancy Kremer (Vice Council Chair)

Faculty Representatives: Amanda Walsh, Leslie Kessler, Jaeney Hoene (Alt), Carlos Adams (Alt)

Student Representatives: Juan "Daniel" Tampubolon, Jess e Cuevas

Ex-Officio – Rebecca Williamson, Deb Casey