**Leadership Council Minutes**

**September 16, 2015**

Present: Chancellor Andrew Leavitt, Courtney Bauder, Scott Beyer, Sylvia Carey-Butler, Jamie Ceman, Susan Cramer, Lane Earns, Lisa Goetsch, Tom Grogan, Charlie Hill, Sharon Kipetz, John Koker, Karl Loewenstein, Rich Marshall, *Patricia Schrader* for Ameerah McBride, Anne Milkovich, Kay Neal, Leslie Neal-Boyan, Reggie Parson, Art Rathjen, JoAnn Rife, Petra Roter, Brandon Miller, Tom Sonnleitner, Laurie Textor, Carleen Vande Zande, Jennifer Watson, Lori Worm, Frederick Yeo

Absent: Chuck Hermes, Jordan Schettle, Darryl Sims

Guests: Ryan Haley, Jean Kwaterski, Debbie Matulle, Sabrina Schiessl, Nathan Stuart

1. Call to Order

Chancellor Leavitt called the meeting to order at 2:02 p.m.

1. Financial Business Processes Chancellor Study Group – Lori Worm

Lori Worm welcomed the committee, who were all in attendance, and thanked them for all their work. Dr. Nathan Stuart then gave council a presentation on the committee’s finding. Topics included:

* Best Practice
* Possible option of having a phone number directly for any financial questions
* More effective way to use electronic forms and similar documents
* The four types of Financial Business Plans’ that were researched: Decentralized, Centralized, Standardized, and Shared Service Center.
* Common Key Performance Indicator’s (KPI’s)
* Importance of culture change and its effects
* Working in correlation with Strategic Planning
* The executive summary
* Next Steps

1. Space Needs Assessment Process – JoAnn Rife

A master data base for all of campus space usage and allocation exists. A spaced consultant will be coming to campus to assist their committee. Discussion was held about classroom usage by departments, and the importance of what is needed verses what is wanted. They have started to meet with each department and/or area to discuss their allotment and if it should stay as is, be reduced, or increased.

1. Tuition Reimbursement – Lisa Goetsch

It was brought to council’s attention that there is an inconsistent rule for what is allowed for tuition reimbursement across our campus. Discussion about making sure campus is in align with system rules and if divisions should stay in control of their funds for this program, or if it should all be centralized was held.

1. Strategic Planning – Lane Earns

Provost noted that the Mission and Vision Statement are planned to be complete this week. Both will be used with the community and campus groups alike. He did ask council to be sure and keep the system strategic planning separate from our campus strategic planning as they are both currently being worked on. Also noted was the website soon to be up and running, and that they have just started recruiting for action teams.

1. Additional Items
   1. Anne Milkovich spoke to the recent spam and spoof’s hitting the email system and reminded everyone of the importance of changing your password often and to be caution of suspicious emails.
2. Announcements
   1. AVC Vande Zande noted tonight’s event in Reeve, which is a panel discussion sponsored by the American Democracy Project group.
   2. Vice Chancellor Roter reminded everyone of the email that just came out related to pedestrian and motorist safety. A discussion ensued.
   3. AVC Miller gave a brief update of 95 students admitted this year already into the Titan Scholarship Program, noting this off to a great start!
3. Next meeting – Wednesday, Sept 30, 2015
4. Adjourned at 3:45 pm

Respectfully submitted,

April Dutscheck