TOPIC: Review Agenda
The agenda was approved as presented.
Action: N/A

TOPIC: Review & Approval of December 3, 2014 Meeting Notes
Handout: December 3, 2014 College Assembly DRAFT Meeting Notes
The December 3, 2014 meeting notes were approved as presented.
Action: N/A

TOPIC: Public Comments
Several guest speakers spoke regarding their concern with how the Diversity Council was seated. While members of the community applied, no one was selected. The guests were concerned that their interests would not be represented. Specific concerns were that 1. The process used to seat councils used inexact criteria. 2. How does the College define diversity? What is the purpose of diversity? 3. IBPS process followed for the selection of members?

Action: The Employee Relations and Professional Development committee would be happy to sit down again and reconsider council membership. Future populating of committees will need a rigorous review of the process. How can we improve? Should we create an assessment team? IBPS should be followed. We will use the definition of diversity found in Dr. Daniels’ directives, which have not been completed yet.

TOPIC: Review Communication Strategy Proposal/Strategy to collect issues
A possible flow chart was shown to the Assembly. Discussion followed with the suggestion that there be an ongoing article in Madison Matters to disseminate meeting information.

Action: College Assembly co-chairs will discuss with Cary Heyer, Interim Director, Communications and Strategic Marketing.
TOPIC:  Review & Approval of Documents

After discussion, the following documents were thumbed:

*College Assembly Communication Strategy*
*College Assembly Charge to Councils & Council Outcomes*
*Role of Councils*

After discussion, sections of the document, *College Assembly Work Teams* were thumbed. These sections included Communication, Assessment, and Strategic Planning Teams. The fourth section, Issue Resolution Team, was not thumbed, but pulled out, and will be revisited at a later time.

In the meanwhile, an Interim Issue Resolution Team was formed. Members included Kevin Mirus, Michael Kent, Linda Nellen, Laura Osinski, Bernie Hoes, and Issac Brown.

The *Council & Assembly Roles in Policy* document was tabled.

*Potential Criteria for Soliciting & Prioritizing Issues* (suggested. No action was required.)

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TOPIC:  Convocation Plan

A plan was developed to have an informal, easy access opportunity for the college community to interact with the councils following opening remarks at the Learner Success Assembly, Wednesday morning, Jan. 14 from 9-10 a.m. The expressed interest was that it be logistically easy, yet provide the opportunity for conversation. The goals of this forum will be to show the College Assembly is receptive, and open for communication. A method will be used to receive written statements from the community.

**Action:** Provost's office will work with CETL and Events to provide forum, receive written communications from the college community, and provide sign-in sheet to capture responses.

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TOPIC:  Review Best Outcomes from CAC Subgroups

As time ran out, this topic was not discussed.

**Action:** Denise/Ann to add this topic to the next meeting agenda.

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TOPIC:  Review Inventory of Issues & Prioritize

As time ran out, this topic was not discussed.

**Action:** Denise/Ann to add this topic to the next meeting agenda.

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TOPIC:  Build Next Agenda • January 14, 2014 • 2:30-4:30 p.m.

- Review Best Outcomes from Contract Alternative Committee (CAC) Subgroups
- Review Inventory of Issues & Prioritize

**Action:** Denise/Ann to draft agenda based on the above information.