

## **Objectives, Terms, Responsibilities**

### **Advisory Committee Objectives: 2016 – 2018**

1. Create ongoing opportunities for dialogue and problem solving between Hamline University and the local community.
2. Engage the local community in the University's ongoing development and implementation of its Campus Master Plan, especially as it relates to the University campus/neighborhood boundaries.
3. Establish new community/University partnerships, targeted to address community-defined problems and needs, while increasing faculty and student educational and service opportunities.
4. Encourage positive community engagement between the local community and Hamline University.

### **Membership Composition, Roles and Responsibilities**

Advisory Committee members will include up to two representatives from each of the following organizations: Hamline Midway Coalition (HMC), Historic Hamline Village (HHV), and Hamline Church United Methodist (HCUM). Other committee membership will include two members from Hamline University staff or faculty, appointed by the University President; a Hamline University student, and; a City of St. Paul staff representative, serving in an ex-officio capacity and appointed by the Ward 4 Councilmember. Members serve as liaisons to the organizations they represent and report regularly to their organizations.

Additional Hamline Midway community members may constitute up to five additional committee members, including but not limited to: block club leaders or neighbors living within close proximity to Hamline University, a local Snelling Avenue small business or property owner, and representatives from the Hamline Midway Library and/or Hamline Elementary school. Preference will be given to community members who represent backgrounds, organizations and/or perspectives not already represented on the committee.

Total committee membership will not exceed 15 members.

### **Membership Recruitment and Terms**

Organizational representatives are selected by their organizations. Hamline Midway community members will be invited to apply for the additional membership openings and will be selected by current Committee members. In the Advisory Committee's first year of operation, additional community members will be invited to apply for membership and be selected by the members of the Advisory's Committee's design team\*. Committee members may serve up to two consecutive, 2-year terms. To allow for both continuity and change, at the first meeting of the Committee, membership rotations will be established. Members will draw lots for one and two-year terms, with one half of the committee in each category. New members will be recruited as terms

expire. Members of the Committee will work annually to ensure the Committee maintains full membership, based on the composition guidelines outlined above.

*\* Members of the Advisory Committee design team include representatives from the following organizations: HMC, HHV, HCUM, Hamline University, and the City of St. Paul/Ward 4.*

### **Larger Community Participation and Outreach**

Each committee meeting will include an opportunity for public participation. The form of the public participation will vary depending upon the meeting topic, and will be determined by the members of the committee in advance of the meeting.

Community outreach opportunities may include:

- Up to two larger community meetings annually, designed to seek community member input and/or report on the Advisory Committee's activities.
- Periodic Advisory Committee columns or updates in community newspapers or newsletters.
- Report annually on the Committee's activities and accomplishments.
- Others, as identified by the Committee.

### **Advisory Committee Roles and Responsibilities**

*Convener:* Hamline University, in partnership with the City of St. Paul, HMC, HCUM, and HHV.

*Co-Chairs:* Hamline University representative appointed by the President of Hamline University, and a member of the Advisory Committee (not currently employed by or directly affiliated with Hamline University), elected annually by the members of the Advisory Committee. Co-Chairs are responsible for establishing the agenda and providing overall leadership for the Committee.

*Meeting Facilitation:* Outside facilitation provided by Hamline University for the first several meetings. After that, the meetings will be facilitated by the co-chairs, following guidelines established by the outside facilitator, and approved by the Advisory Committee.

*Staffing:* Provided by Hamline University. (Meeting notes, meeting announcements, logistics, all coordination, etc.).

### **Accountability/Reporting**

The appointed Hamline University representatives directly communicate with and regularly updates the Vice Presidents, Provost and President of Hamline University. Other members of the Advisory Committee report directly to the boards/members of their respective organizations. The City of St. Paul representative reports directly to the

City of St. Paul Ward 4 Councilmember. The Committee is responsible for updating the Hamline Midway Neighborhood on its work.

## **Meeting Practices and Guidelines**

### **Meeting Guidelines**

TBD by the Advisory Committee and its facilitator.

### **Decision Making/Recommendation Making**

In instances where an advisory recommendation or decision is required, collaborative and consensus seeking, problem-solving and decision-making methods will be used. When a decision is required and consensus is not possible, decisions will be made by a 75% "Super Majority" voting.

### **Meeting Frequency and Location**

Monthly for the first year: January-December (with no meetings held during the summer). Frequency to be evaluated after the first year, but meetings will be held at least on a quarterly basis. Meetings of the Committee will be scheduled for two hours and held in rotating community or university locations for the first year.

## **Annual Review and Evaluation**

In a spirit of continuous improvement, the Advisory Committee will formally evaluate its effectiveness on an annual basis. The evaluation will be based on the following:

1. Ability to execute and deliver on the Advisory Committee's stated purpose.
2. Operational effectiveness, including: membership composition, role of the co-chairs, role of the convener, decision-making process, etc.
3. Success at meeting or working towards its agreed upon objectives.
4. Others, as identified and agreed upon by the members of the Advisory Committee.

Based on the findings of the annual evaluation, the Advisory Committee may elect to change or modify components of its Charter or practices.