

Steering Committee Minutes
Wednesday, October 3, 2007
11:30-1:00 p.m.
B166/167

1. Action Team Updates

Effective Room Usage - Retire

Claudia Terrones and Kathy Loser discussed the standard college procedure in place being used by the Administrative Assistants and their process for updating the room matrix for credit classes and will continue to update and use this matrix for input. Jim Gray stated that room usage is determined by credit courses first, continuing education second, and other programs third. The Steering Committee commented that results need to be monitored in the future. Kathy Chamberlain moved to retire the team but procedures should be put in place to report out to the Vice President of Learning and Student Support Services on room usage each semester. Ron Ally seconded the motion.

ERP – Update

Jim Batson stated they are waiting for consultant feedback before creating a team and they are reviewing vendors and a selection process. An ERP plan has been developed and the team is doing final touches on it. The team is scheduled for presentation at this month's Board meeting. Ron Ally stated the end date is still on schedule even though certain steps have been adjusted.

Systems Portfolio - Update

On the Gantt Chart, Category 5 and 4 are in progress and everything is on schedule. Jonna Kivisto and Cynthia Van Sickle received the Steering Committee's recommendations and gave their recommendations for team composition to Walt Packard to review. Category 1 will be covered on Staff Development Day, October 9.

2. Update on Fall 2007 Action Team Progress

Jim Gray – Faculty Evaluation Process

A Student Evaluation Form for full time and adjuncts is being distributed. The form is a pilot program and will be carried over to Spring 2008. The team will test the form in select classes. A Student Focus Meeting with Phi Theta Kappa, Student Senate and Honors Program is being scheduled. At that meeting the team will ask the students what they would like to see.

Steve Kormanak – Shipping and Receiving

The team has direction and they have completed Section 1 and completed their action statement.

Cathie Scherman - Duplication Guidelines

She stated that their team seems to be struggling a bit. They will ask Len Walker to give more clarity. No action statement yet. Cathie is the only sponsor of the team and will be there next week but will be absent at the following 3 meetings.

Mary Harreld – Technology Compliance Review

The team is trying to define their terms and the team is moving along well.

Frank Ardito – Administrative Evaluation Process

Brian Sager started today's meeting differently and it came together. Their team accomplished a lot today. The team is focusing on the overall process.

3. Spring 2008 Action Project Recommendations

Kathleen Plinske discussed the steps for the Spring 2008 Action Teams. An email went last semester to all MCC employees requesting their recommendations for future action teams. It was stated that there were less teams in Fall 2007 compared to Spring 2007 and Fall 2006. Kathy Chamberlain stated that by keeping the numbers of new teams down that we would have a better chance of producing quality work. There was mention made of the large turnover of staff and faculty over next three years due to retirements and involvement of employees in search committees. There is interest from the some faculty to participate in Action Teams but they are teaching on Wednesdays. It was suggested that the Steering Committee review and narrow down recommendations for future Action Teams and ask employees for their input before making selections.

4. Other

Kathy Chamberlain requested feedback on today's lunch buffet and anyone willing to host the next meeting should contact to her.