

Steering Committee Minutes
Wednesday, February 13, 2008
11:30-1:00 p.m.
Employee Dining Room

1. Action Team Progress

Internal Communication

Cathie Scherman reported the team is doing okay. The team met with Donald Quirk to discuss a new survey to measure today's climate and communication in the College. Donald recommends using PACE, an external survey, as the opposed to producing an internal survey. MaryAnn Steinsdoerfer, Sarah Sullivan and Bonnie Gable have been invited to a future meeting for their feedback on an NCA survey that they participated in a few years back.

CPOG

Jim Batson reported the team is doing well, is working well together, and currently they are ahead of schedule. Dave Penoyer reported that Section 1 is complete.

Crisis Communications Fast Track

Frank Ardito reported that the team is doing well. The team is fulfilling their tasks and has identified a list of recommendations.

2. Action Teams Updates

Develop a Culture of Continuous Improvement

Pat Stejskal reported that two tasks are currently on hold: items 6 and 10. They are working on training tools to be part of every new employees' orientation at the College. Currently these training tools are offered at new Faculty orientation. The MCC CI/AQIP Website and database are being updated. Kathleen Plinske stated they are going to produce their own version of continuous improvement tools manual in Fall 2008 citing many MCC examples.

ERP

Jim Batson reported they hired a consultant and formed a team for the ERP System. The first phase will take place in April. The team will present its findings to Board of Trustees at the April board meeting. In March, vendors will provide demonstrations on campus. The team is working on scripting questions to ask vendors instead of vendors telling us what they can do for the College. RFPs will be sent to Dave Penoyer and to the consultant for review. Even though some target dates have shifted on their Gantt chart the final implantation date remains the same.

Online Courses

Bill Allerheilgen and Diane Nyhammer reported on Section 9. Gantt chart shows many activities are established. No new courses have been proposed. There is an interest among many new Faculty to teach online courses that have already been developed and training is ongoing for all Faculty. The team is looking to retire the Online Courses Action Team. The Steering Committee approved retirement of this team.

3. Other

Attendance

Members are missing from Action Team meetings due to illness, injury and prior commitments, but not the same members every week. Team members participate actively when they are in attendance. There is a sense of commitment. Discussion followed.

Fall Action Team Projects

Kathleen Plinske sent an email requesting recommendations for Fall Action Projects to the College. The deadline date for submission is Monday, March 17. The Steering Committee will have two weeks to review the recommendations, giving Faculty one month to review the projects and identify participants.

Faculty Responsibilities

Nori Sasaki wanted to clarify Faculty responsibilities at the College. Brian Sager stated the Faculty should be engaged in the internal community and all employee groups should be involved in the AQIP process. Not every Faculty is automatically required to be involved in AQIP, but there is a need for Faculty to be represented. Frank Ardito stated that we need to approach the Faculty Association on how they are going to approach Faculty participation. Discussion followed.

Gantt Chart

Jim Batson questioned if, and when, a team can add more activities to Sections 5 and 9, and how do we show how the original plan verses current version? Discussion followed.