

Continuous Improvement Steering Committee Minutes
Wednesday, January 28, 2009
11:30-1:00 p.m.
B166-167

1. Welcome to New Steering Committee Member

Kathleen Plinske welcomed new committee member Cynthia Letteri. Cynthia will serve a 3½ year term, replacing Kathy Chamberlain who is retiring from MCC in June.

2. Spring, 2009 Action Teams with Sponsors

1. Room for Improvement – Steve Kormanak & Deb Ryan
2. Communicating with Retirees – Ron Ally & Cathie Scherman

Five Teams Identified as AQIP Projects:

3. Enterprise Resource Planning (ERP) – Kathleen Plinske
4. Implementation of Organizational Review – Brian Sager
5. Curriculum Mapping – Kathy Chamberlain,
6. Comprehensive Emergency Response Plan – Ron Geary
7. Program Review Committee – Normah Salleh-Barone

Kathleen Plinske asked that project forms for each of these projects be completed and submitted to her by Feb 1.

3. Action Team Updates

- Room for Improvement - Amy Carzoli stated the team met this morning and they are very close to developing their mission statement. She asked if the mission statement needs to be completely different from the original action project Effective Room Usage, as not to make the first team look like they failed in their mission. The answer was no and that Room for Improvement is a continuation of the original action project. The team plans to meet every Thursday from 9-10 a.m.
- Communicating with Retirees – Pat Stejskal stated the team currently has three team members and the sponsors are still recruiting. The team sponsors are out of the office this week and should provide an update at the next committee meeting.
- Emergency Response Plan - Ron Geary stated the team met yesterday with Crystal Lake Police Department (CLPD). This will be a fast track team initially to have a manual before the end of the semester. CLPD requested that we get copies of emergency plans from other schools. The team plans to meet next Tuesday with CLPD and throughout the semester as needed.

4. Action Team Training

Pat Stejskal reported that we're doing the training for Action Teams very differently this semester. This afternoon is the first "Intro to Continuous Improvement at MCC" workshop which is now required for all new employees and the training for new action team members. There will be another one offered next week so sponsors should encourage any of their new team members (or those wishing to review) to attend. Beyond that, there are no training sessions scheduled. Trainers will be available to come to Action Team meetings as needed and requests can go through Pat.

5. Steering Committee Meeting Schedule and Updates from Past Action Teams

- Several past action teams are missing sponsors due to retirement or resignation. Kathleen Plinske asked committee members to consider sponsoring a team. Liz Sherwood will sponsor Improve Graduation Audit Process; Ron Ally will sponsor Technology Compliance Review; Laura Link will sponsor Duplication Guidelines; Steve Kormanak will sponsor Accountability in Receiving Process.
- General Ed Assessment has not officially retired and we will keep Kathy Chamberlin as sponsor until either she retires from MCC in June or the team retires.
- Finding a sponsor for Consolidated Procedures (RP²) is postponed until ERP has been implemented in Fall 2009.
- Presentation dates for existing action teams to provide updates to the committee were assigned. An email will be sent to presenters on their presentation dates.

6. Systems Portfolio Update

- Category 4 is now posted on InsideMCC in a blog format and comments from employees are welcomed. Kathleen Plinske also submitted an article in the *Employee-E-Newsletter* urging employees take a few moments to review the draft and provide feedback. Kathleen stated she has noticed a drop in hits to the blog.
- Category 1 will be posted next on InsideMCC, focusing on faculty.

Next meeting will be will be February 11 in A119.