

Steering Committee Minutes
Wednesday, February 11, 2009
11:30-1:00 p.m.
A119

1. Updates from Spring, 2009 Action Teams

- Communication with Retirees – Cathie Scherman reported the team members have been selected and are: Kathy Chamberlain, Gabriele Ertmann, Marlene Kopala, Whitney Kuhlin, and Sue Maifield. The team will meet for the first time next week. Currently communication with retirees is through Whitney Kuhlin and Chris Dehn in H.R. regarding SUAA.
- Effective Room Usage – Amy Carzoli reported the team has met a couple of times and it's a good mix of people. The team is still trying to determine its five acre field. A list of concerns generated regarding rooms use at MCC was distributed. The team is trying to determine how best to meet all the unusual room requests requirements. They are looking at a two phase timeline: first to prepare for the closing of the University Center and the Promise; and second for the implementation of Ad Astra (a scheduling program that will be blended in with the new ERP system) will be implemented August 23.

2. Review of AQIP Action Project Declarations

- Emergency Response Plan - Ron Geary wrote the report that was distributed to the committee. They have identified three phases to be reported to AQIP: Phase I would be having Emergency Response Manual on file with CLPD by end of this semester; Phase II would be to develop a training program; Phase III would be a training component regarding the behavioral aspect and would include participation with Lesley Frederick. The team had their second meeting with CLPD last week and are meeting again this afternoon.
- ERP Implementation –Kathleen Plinske is proposing a July 1 kick-off date. Their five acre field is the conversion of the new system. She suggested doing an employee pre/post satisfaction survey. Students could be surveyed on IReg. Kathleen distributed the Action Project Declaration.
- Curriculum Mapping is working on their project declaration. Pat Stejskal and Elaine Whalen-Pederson have met with team and the team has created a two page outline.
- Organizational Review – Brian Sager stated the project started in January 2009 and was completed in September 2009. The project declaration will reflect how the project was established, the three phases of implementation and the steps moving forward. Target completion date is June 30, 2010.
- Program Review – Normah Salleh-Barone is working with CAPC on improving the process and is completing their project declaration form.

3. Update from the Digital Signage Action Team – Dale Naleway, Jessie Racine, Ruth Kormanak, Geary Smith, Tim Merkel and Harriet Johnson were present. The team last reported to the Steering Committee in December 2008. Dale Naleway reviewed the updates to the feedback

form previous submitted in December. The team interviewed six community colleges asking where their monitors were and reasons behind placement of the monitors. The team also conducted a walk through of the campus with law enforcement and fire safety departments for their input regarding the placement of signage. Based on these walk throughs the team totally updated their plan for the location and number of monitors. Dale presented the locations of LED screens and scrolling signs. The team's goal for the RFP is to ask for the equipment, software and labor in one request with break downs so that depending on the cost they are willing to install in increments if necessary. The committee approved the request for the team to move forward with the RFP for this project.

Next Steering Committee will be on February 25 in B166/167.