

Steering Committee Minutes
Wednesday, November 11, 2009
12:00-1:00 p.m.
Location: B166/167

1. Updates from Current Fall, 2009 Action Teams

- Analyzing Tracking Methods for College-wide Assessment – Ron Geary stated the team has completed all their forms and the team is determining how to assist the Chairs currently using TracDat. The team is trying to find other methods of assessment and how they compare to TracDat. P.R.O.M. Committee – Amy Carzoli stated the team is now meeting twice a week. The team received additional data today and is ready to move towards completing their recommendations.
- Improve Hiring Process – Laura Link stated that Joe Bauman created a Hiring Process Survey for the team. They will receive the results in a couple of weeks. The results will help the team determine their 5 acre field. Tony Miksa stated the team will investigate hiring practices at other community colleges. Laura stated the team is moving towards reporting out to the committee in Spring 2010.
- Monthly Training Opportunities for Professional Staff Members – Liz Sherwood and Cathie Scherman stated the team met last week and reviewed their process measures. The team continues to move forward on recommendations on specific training sessions. They are recommending a two tier approach to training: 1) employees attend a training session and 2) they are invited to a facilitated discussion on the topic.

2. Update from Past Action Teams

- Internal Communications - Donna Bieschke, Pete Lilly, Roxanne Schutz were present. Donna stated the team is awaiting survey results from the recent second survey. The survey was published in the *Employee-E-Newsletter* and 55 employees (8 faculty) and 32 retirees responded to the survey. In April 2009 the *Employee-E-Newsletter* expanded distribution to twice a week. With the recent increase in all staff emails the team may increase distribution to three times a week. Pete Lilly reviewed the team's Gantt chart. Roxanne Schutz shared the team's tallies on all staff emails. From February to November 2009 there were 296 emails sent (Feb-30, March-41, Apr-57, May-27, June-8, July-3, Aug-22, Oct-44 and early Nov-14). Tallies for days of the week are: Mondays 52, Tuesdays 57, Wednesdays 66, Thursdays 46 and Fridays 65. Pat Stejskal stated Professional Development gets more hits for enrolling in Professional Development classes when she sends out the all staff email as opposed to an article in the *E-Newsletter*. The team is ready to hand over ownership to OMPR. Liz Sherwood asked if articles in the newsletter can be flagged to run over multiple dates instead submitting an article before the next release of each newsletter. Donna Bieschke will investigate to see if that feature can be written into the submission request to the newsletter. Donna stated the team plans to retire in Spring 2010.
- Communicating with Retirees – Whitney Kuhlin, Marlene Kopala, Sue Maifield, and Gabriele Ertmann were present. Whitney stated the team has completed most of the tasks on their list. They have established an email database of 113 retirees.

The team set a goal in June for adding a “Retirees” category to the *Employ-E-Newsletter* and it was launched their first article in July 2009. The team also formed a separate Retiree Committee and in late August they held their first retiree event at the Gardens in Woodstock. The two groups worked together gathering retiree emails for the database. Retirees without an email address still received communication by regular mail. A survey to retirees was conducted and the team received feedback from 32 retirees. Retirees are interested in breakfast or brunch gatherings. Whitney stated ownership should be handed over to Human Resources. Whitney also mentioned that employees don’t think to use retirees as a resource for college events.

- Emergency Response Plan - Pat Stejskal stated the team is on target. In May a draft of the *Emergency Response Plan* was given to Executive Council and the Crystal Lake Police Department (CLPD). In July the team met with MCC’s Emergency Operations Team to review the table top exercise carried out at the College. In August the team distributed emergency flip charts to employees and classrooms of the College and created emergency quick reference cards located at every hallway phone on campus. On August 20, an emergency drill for all full-time faculty members was held. On October 20, an emergency drill was held for all employees. The drill scenarios included active shooters. Mike Clesceri and Christina Haggerty are working to create photo IDs for the Safety Team. These IDs will identify and allow key college employees to work with the CLPD in emergency situations. The President’s Conference Room, the Black Box Theatre and a room at the Shah Center have been identified as Emergency Operations Centers. The College needs to provide the proper equipment/tools in these operations centers. The team’s focus is to train the employees since employees are the constant presence on campus.
- Systems Portfolio – Kathleen Plinske stated she submitted the Systems Portfolio to AQIP on November 1, 2009 and distributed copies of the portfolio to the committee. All photos used in the portfolio were taken at MCC. There will be a team of seven outside reviewers examining our portfolio. We can expect to receive feedback around March or April 2010. Any “Os” given to the College can be used to create future action projects and help with our strategic plan.

3. Other

- Two new action teams have been created: Implementing Priority Registration and Clock Hour Guidelines.
- Wednesday, December 2, Action Teams will be reporting out to the committee in 20 minute intervals. Analyzing Tracking Methods will start at noon; P.R.O.M. Committee will report at 12:20 p.m.; and Monthly Training Opportunities will report at 12:40 p.m.
- Friday, December 4, the committee will meet for two hours in the Board Room to review future action project suggestions.
- Wednesday, December 9, a “thank you” lunch will be held in the Employee Dining Room for current action team members and Steering Committee.

4. Next Meeting

- Wednesday, December 2, B166/167 - Action Team Report Out