

11-17-2006

10:00 am

112 CEO Conf. Room

Team Meeting

Meeting called by: Chair, Mark Buckholz **Type of meeting:** Monthly Steering Comm. Mtg.

Facilitator: **Note taker:** Russell Hardy

Timekeeper:

Attendees: Russell Hardy, Kathy Greenwood, Lorie Mitchell, Corey Eubank, Mike Cleary, David Redford, John Garmon, Mark Buckholz, and Sam Christensen.

Please read: Minutes from September and October meetings. Minutes were revised and approved with changes – motion by Mike and seconded by David.

Please bring:

Minutes

Agenda item: Agenda was presented for approval **Presenter:** Mark

Discussion:

After a request to move Other & New Business up on the agenda, immediately after approval of the agenda, approval of the agenda was moved by Russell and seconded by David.

Russell presented a tentative schedule submitted by the AQIP reviewers. The schedule was revised and approved to be forwarded to AQIP reviewers for their review.

Conclusions:

Action items	Person responsible	Deadline
✓		
✓		
✓		
✓		

Agenda item: Committee Chair Reports **Presenter:**

Discussion: Various Committee Reports

Facilities & Inst. Oper.: Lorie questioned process flow of proposals and action projects. Mike agreed to develop a flowchart that would delineate what goes where. After receiving clarification, Lorie responded that she would put current proposals from her committee into proper format and resubmit to steering committee for approval at Dec. meeting.

Inst. Leadership and Comm. Comm.: David discussed the most recent open house event (Nov. 16th) stating that fewer people attended compared to last Spring, but those who did show up showed more interest in our programs, events, and offerings. Traffic continued to be slow upstairs, most congregated around the gym. Committee will review how to improve flow for the next open house, to be held next Fall. Approx. 70 surveys were turned in, which will lead to a statistically significant sample for review.

Strategic Plann. Comm.: Kathy commented that our institution is committed to pursuing an individual Title V grant through the Department of Education using the contracted services of Ramona Munsell and Associates. There had been discussion about also applying for a cooperative TV grant through NMJC, but since they are not open to using RMA – we cannot do both. We may look at possibility of applying for a cooperative TV grant in FY08.

Student Stakeholder ...Comm.: Corey stated that his committee is studying two separate issues, 1) reinvigorating

the marketing committee to study and revise the marketing plan for our institution and 2) developing a Non-Academic Stakeholder Complaint, and Suggestion form and policy. The policy was discussed and a recommendation was made to add "request" to the policy, so that it does not restrict itself to only complaints and suggestions. This addition was moved by Lorie and seconded by Kathy. The policy, labeled as 06-001 was motioned for approval with changes by Russell and seconded by Lorie and will be discussed at the next executive administration meeting on Monday, November 20, 2006.

Conclusions:

Action items	Person responsible	Deadline
✓		
✓		
✓		
✓		

Agenda item: Other and New Business **Presenter:** Mark

Discussion:

Open House – Community Forum Event to be held November 29, room 101 from 6:00 – 7:00pm.

Mark stated that he had class but would look to see if he could juggle his schedule to serve as master of ceremonies for this event. If Mark cannot be available, Mike will take the lead. The process will begin with an introduction of the reviewers, an introduction of guests and attendees, a brief presentation on accreditation and then turn the meeting over to the reviewers to speak about their role.

The committee also briefly reviewed the list of prospective attendees to see if anyone had been left off. John would check to see if the student worker in the CEO office would be available to conduct reminder phone calls on Monday and Tuesday, November 27 & 28.

Other Information

Observers:

Resources:

Special notes:

Meeting was adjourned at 11:25 am. Next meeting has been scheduled for Friday, December 15th at 10:00 am.
