Introductions

Dr. Adams opened the meeting and encouraged the Steering Committee members to attend the Opening Week, All-Campus Meeting, to see the video “testimonials” of process team members. We can see changes on our campuses because of the work done by the process management teams. Dr. Adams said that Dr. Jensen will also be talking with the Trustees at the next Board Retreat. Dr. Adams introduced Dr. Cynthia Eschenburg, the Associate Vice President for Human Resources.

Fall 2006 Steering Committee Meeting Dates

The Steering Committee will meet on the first Thursday of every month, beginning at 2 pm to 3:30 p.m. for Fall 2006. There are two designated meetings that will be held on the Findlay Campus.

- September 7, 2006, and will include an orientation at 1:00 pm for new Steering Committee members, AVCC 125.
- October 5, 2006, Findlay Campus
- November 2, 2006, Findlay Campus
- November 30 and December 1, 2006, Reserve for Report Outs, AVCC 125

Proposed Reorganization of the Steering Committee

The following has been proposed for the reorganization of the Steering Committee:

**Permanent Members** – President, Planner/AQIP Chair, OFA President or designee, CPC Chair, Support Union President or designee. **Total: 5**

**Limited Term Members** – initially half would have 2 year terms (2006-08) and half would have 3 year terms (2006-09); in 2008, members would be reappointed or appointed to 3 year terms (2007-10). **Total: 19**

Administrators (6): 3 three year, 3 two year
OFA (3): 2 two year, 1 three year (or vice-versa)
College Planning Council (3): 1 two year, 2 three year (or vice-versa)
AQIP (1) – 1 two year or three year
Support Union (1) – 1 two year or three year
Security Union (1) – 1 two year or three year
Non-Union Staff (4) – 2 two year and 2 three year
**Total Members of Steering Committee: 24**
Sarah Metzger said that it is important that new Steering Committee members have some exposure to the process management team experience or have already served as a Steering Committee member.

Dr. Jensen said that next year, this initiative will begin training the “trainers”.

Sarah mentioned that the proposed reorganization was based on a previous discussion in June about maintaining 20 to 25 Steering Committee members. This is usually the number of people that consistently attended the Steering Committee meetings. The rationale behind the make up is to have a cross section of people that cover a variety of roles here at the College.

Jim Perry questioned why a permanent member is not from the Security Union, to stay consistent with the other unions. Sarah responded that the Security Union has a very limited number of representatives, and they are covered under the limited term members. Dr. Adams asked Cynthia to check with Gene Lapko on this suggestion for the Security Union membership. Dr. Jensen added that we can change the make up of the Steering Committee as needed. He also reminded everyone that every person on campus has a voice, if they contact a Steering Committee member.

Sarah also mentioned that we have to be aware of having Findlay Campus representatives through the roles listed, as Findlay is not listed as a separate category.

Connie Buhr emphasized that continuity of membership will be needed. Deb Rathke suggested that 3-year terms be used for better continuity, as sometimes, one and two-year terms go by very quickly. Dr. Unger agreed with this suggestion as it would match the three-year cycle in AQIP. Sarah Metzger confirmed that everyone agreed with the decision to have a mix of 3-year terms and 2-year terms.

Dr. Jensen suggested that Steering Committee members have a “back-up” representative that is kept informed and can attend meetings in the absence of the member. The Steering Committee agreed with this idea.

Dr. Adams suggested that a small group of Steering Committee members be formed to identify individuals to serve on the reorganized Steering Committee. It was decided that the following persons will serve on this taskforce: Sarah Metzger, Brian Paskvan, Judy Ennis, Carol Russell, Joanne Juan and Vicki Henery.

Dave Basich said that the new team members selected for the new projects should be aware of the orientation date and time, as part of their acceptance to be on a team. Dr. Unger also suggested that individuals interested in pursuing their own departmental process improvement ideas should also be invited to attend the orientation. Dr. Jensen agreed and said that periodic orientations could be conducted for those purposes. This would then become part of the College’s culture.
Fall 2006 Process Team Meeting Dates

September 7-8        Team Training & Steering Committee
September 21-22      Team Training
October 5-6           Team Training & Steering Committee
October 19-20         Team Training
November 2-3          Team Training & Steering Committee
November 16-17        Team Training
November 30           New Teams Report Out
December 1            Steering Committee makes decision on Fall teams/plans for Spring teams & has celebration lunch with new teams

New Process Management Teams will train with Dr. Jensen on Fridays, either from 9:00 am to 11:30 am or from 2:00 pm to 4:30 pm.

Dr. Jensen asked the champions of implementing teams to schedule their teams to meet with him during Thursday mornings, on Thursday afternoons when the Steering Committee is not meeting, or on Fridays between 11:30 am to 2:00 pm.

Fall 2006 Projects

The Steering Committee reviewed a listing of 19 recommendation ideas from the past process management teams and selected the following 5 projects and identified the corresponding champions.

1. **Search Committees.** The focus discussed included training for chairs and members, and implementation of this training into the new employee orientation. Co-champions are: Connie Buhr and Cynthia Eschenburg.
2. **Succession Planning.** The focus discussed was on retirement. Co-champions are: Pat Jezak and Sharon Stein (this was confirmed following the meeting.)
3. **Cross Training.** The focus discussed was on job booklets. Co-champions are: Joanne Juan and Dave Basich.
4. **Student Recruitment of Reservists.** The focus discussed was recruiting reservists returning to school from active duty. Co-champions are: Michele Johnson and Dawn Wetmore.
5. **Career/Job Placement Internships and Co-Ops.** The focus discussed was providing opportunities for students. Co-champions are: Bill Schmoekel and Carol Russell.

**AQIP**

Bruce Busby provided an overview of the AQIP initiative. He said an overview will also be provided to the college community during Opening Week. He said that in November, the College will identify three to four action projects for AQIP. He requested everyone to start thinking about how to line up the “5-acre” projects into “large acre” action projects.
Bruce reviewed the four points of Mission, Strategic Plan, Implementation Plans and Resources. How do we link our resources, such as time, dollars and space, to the tasks to align with our Strategic Plan.

Process Management Draft Handbook

Sarah distributed the draft process management handbook. Please review and return comments, revisions to Sarah Metzger.

Next Meeting

The next meeting will be September 7, 2006, 1 p.m. for orientation for new members and 2 p.m. for the regular meeting.