2006 Steering Committee Members

1. Christa Adams, President  
2. Connie Buhr, Director, Corporate Training  
3. Bruce Busby, Vice President, Academic Services  
4. Hod Doering, Faculty, Computer Programming  
5. Jane Doty, Secretary, Enrollment Services, Findlay  
6. Judy Ennis, Executive Dean, Findlay Campus  
7. Cynthia Eschenburg, Associate Vice President, Human Resources  
8. Ryan Grebe, Security Officer  
9. Pat Jezak, Director, College Communications  
10. Betsy Johnson, Director, Financial Aid  
11. Joanne Juan, Secretary to the Vice President, Student Services  
12. Dave Matheny, Faculty, Transportation Technologies  
13. Gail McCain, Manager, Library, Findlay Campus  
14. Sarah Metzger, Executive Assistant to the President  
15. Don Rahman, Manager, Maintenance Services  
16. Deb Rathke, Director, Institutional Research & Grants  
17. Mark Schanke, Security Officer  
18. Bill Schmoekel, Director, Information Technologies Services  
19. Pat Smith, Senior Accountant  
20. Sharon Stein, Reference Librarian  
21. Gail Swartz, Purchasing Agent  
22. Paul Unger, Executive Vice President/Provost  
23. Ruby White, Faculty, Math and Science  
24. Brent Wickham, Chair, School of Business & Information Technologies, Findlay

There are still two vacant memberships reserved for support union representative and for the position of the AQIP/Planner.

Introductions

Dr. Stan Jensen opened the meeting and reviewed the meeting agenda. Dr. Adams welcomed the new members to the Steering Committee, and she thanked the continuing members for entering their second year of serving. She commented that the room is filled with leaders for this wonderful initiative. Dr. Jensen stressed the importance of attendance at the Steering Committee meetings. Dr. Adams introduced the Presidential Fellows, Natalie Jackson and Cleveland Henderson Jr. Dr. Jensen commented on the coordinating role that Sarah Metzger has taken in the process management initiative and
thanked her for her organizational skills with regard to the arrangements and schedules. All in attendance introduced themselves.

**Fall 2006 Topics**

The co-champions provided a brief review of the 5 teams for Fall 2006. A preliminary listing of team members was distributed.

2. Succession Planning. Co-champions are Pat Jezak and Sharon Stein.
3. Cross Training. Co-champions are Joanne Juan and Dave Basich.
4. Student Recruitment of Reservists. Co-champions are Michele Johnson and Dawn Wetmore.

**Implementation/Progress Reports for Fall 2005 and Spring 2006 Teams**

Dr. Jensen requested that the champions of the implementing teams to contact Sarah Metzger to schedule a team meeting with the Steering Committee for a final report out and request to dissolve the team. Sarah Metzger suggested that the implementing teams schedule a time to meet with Dr. Jensen to review how to present implementation progress, measurable outcomes, results and reporting out to the Steering Committee.

Dr. Unger asked about the potential need for a pool of funds available to teams as “start up” money for approved recommendations. Dr. Jensen suggested that this be added as an agenda item for discussion at the next Steering Committee meeting. Dr. Adams commented that the Budget Planning Committee is also working on linking strategic initiatives with the budget and suggested that the Budget Committee also discuss this matter at one of their meetings. Dr. Busby confirmed that the Budget Committee is meeting on September 8, 2006, and they can include it in their discussions of how decisions are linked to allocations and aligned with the strategic plan. Dr. Adams commented that she hopes that limited funding resources do not stop any teams from dreaming big.

A status report was distributed on the Fall 2005 and the Spring 2006 teams. Comments were made by champions.

**Fall 2005 Teams:**

1. Search Committee Hiring Process – No comments.
2. Budget Process – Hod Doering stated the team is completed and Dr. Jensen requested a written statement from the team and for the team to do a formal report out at the next Steering Committee meeting.
3. Culture – The creation of a culture committee is the next big effort to be implemented this Fall Semester 2006.
4. **Space Management** – The team will prepare measurable outcomes and make a report to the Steering Committee.

5. **Purchasing** – No progress on implementing due to a lack of manpower and realignment of the Procurement Department. Gail Swartz will check with Brian Paskvan, Vice President of Academic Services, on the priorities of the team’s recommendations. One recommendation is being reviewed by Brian Paskvan.

6. **New Employee Orientation** – Dr. Jensen will call this team together to resolve the communication issue of the team’s perception that the Steering Committee did not approve any recommendations. Dr. Eschenburg, Associate Vice President, Human Resources, will plan to attend the meeting, as it relates to Human Resources.

7. **Transition to College** – Some progress has been made, but slow due to the transitions that took place with the Student Resource Center, Student Services and the ABLE program. The team will follow up with Dr. Ivoska and will also schedule a time to meet with Dr. Jensen to discuss their challenges.

8. **Part-time Faculty Development and Training** – This team will report out this Fall Semester to the Steering Committee.

9. **Automation of Course Inventory Process** – This team experienced a delay in implementation due to a lack of manpower, that is now resolved, plus the upgrade to the Banner system is scheduled in mid-October, and this will also address some issues. They are defining what they need to do and are making baby steps toward progress.

10. **Student Orientation** – There was an orientation committee formed.

**Spring 2006 Teams:**

11. **Adjunct Faculty Communication** – Had some roadblocks. Most academic departments have handbooks, so these would need to be collated into a comprehensive document and placed on the web.

12. **Communication** – This team is moving along with its recommendations.

13. **Faculty Advising and Mentoring** – This team has not met since the report out. A lot of their recommendations are for Student Services, and they will schedule a meeting with Dr. Ivoska.

14. **Hiring Process** – This team is progressing nicely. They have identified their first group to receive training. They may be able to report out in Spring 2007. They will need to resurvey to measure results.

15. **New Performance Evaluation Process for Full-time Regular, Non-Union Employees** – This team will be working with Dr. Eschenburg and Human Resources staff. Dr. Eschenburg confirmed that the College will be using the current evaluation forms for this year. Betsy Johnson suggested that this be communicated to the College, as some may think that the new process recommended will be in place. Sarah Metzger mentioned that employees may have to be reminded that the raise was done already in July. Sarah Metzger and Dr. Eschenburg will work on this communication together.

16. **Program Marketing** – This team has met about 5 times since report out. They are reviewing statistics and will map codes to finalize their scoring formula.
17. **Student Communication** – A number of the recommendations are in progress. The student activities website is under development. They have quotes from vendors on kiosks, but need funds.

18. **Student Evaluation** – They have piloted an on-line form and are waiting for feedback. They also want to create a brochure, that was not part of their recommendations, but they have no funding for it.

19. **Student Recruitment** – They have funding to pay for a viewbook and are waiting to review a draft. Findlay Campus enrollment staff are actively meeting with WCS and Academic reps.

20. **Website** – Recommendations are in progress, and the web guidelines are under development.

**Other**

There were no other items to be discussed.

**Next Meeting**

The next meeting will be October 5, 2006, 2 p.m. on the Findlay Campus in room #111ABC.

9-14-06 pj