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**Transition Committee Meeting**  
**May 22, 2003**

**Minutes**

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**Present:**

Paul Sukys	Rose Hughes
Susan Sukys	Mike Williams
Brooke Henwood	Penny Snyder
Jim Phinney	Terry Coleman
Tony Woodard	Nikia Fletcher
Mark Collins	
Pete Grant	
Bob Lewis	

Also in attendance were Brad Hays and Mike Allen.

Those members not in attendance: Doug Hanuscin, Dr. Abrams, and Marsh Danhoff

**1. Introduction of Recorder:**

Cathy Ratliff, the new recorder, was introduced to the committee, and all attendees introduced themselves.

**2. Select Chair Structure and Appoint Chair(s):**

It was suggested by Terry Coleman that the Transition Committee should have two chairs, one representing faculty and the other representing staff. This would increase communication, which was a problem indicated by the Gardner-Shaw survey. At this point Tony Woodward withdrew his position as staff chair person. Terry Coleman indicated that he would volunteer for the faculty co-chair for the committee through the summer quarter.

Mike Williams stated that this committee may be a lengthy committee and he felt there was a need to rotate the chairpersons so to avoid "burn out". On the other perspective, it was necessary for a person to be a chairperson long enough as to be able to identify with the position.

**Motion was made** to adopt the structure of a staff co-chair and a faculty co-chair that rotated every two quarters.

**Discussion regarding motion:**

It was stated that it would be a weakness by not having a consistent chair person. Paul Sukys commented that a rotation should not replace both chairs at the same time. This would require a person to work two quarters in a row, that way having a person with experience always present. Terry Coleman stated it was natural to

divide the time by quarters; however, sometimes it may be a few weeks between meetings. **Conclusion** was that the staff co-chair was to serve until winter quarter, and the faculty co-chair would serve until fall quarter, from that point forward both chair persons will serve two quarters.

**Motion was amended and seconded.** Amendment was the chairs serve for two quarters.

Motion unanimous.

#### **Determining chair persons.**

Unanimous vote for **Terry Coleman to chair from faculty.**

Rose Hughes nominated to represent the staff for two quarters. Motion was seconded and unanimous vote for **Rose Hughes to chair for staff.**

It was concluded that the next chair person would be elected at the last meeting of the quarter.

### **3. Determine methods to resolve survey recommendations. Communicate above to college community.**

It was determined during this discussion of that **all motions be submitted in writing** so that the exact wording would be reflected in the minutes. This was agreed upon by the committee

**Motion was made:** Moves that a sub-committee be created to research and make recommendations to the Transition Committee concerning the implementation of Gardner-Shaw Recommendation #2 with emphasis on a faculty/staff senate. Said and be composed of 2 Transition Committee members, and 3 staff members and 3 faculty members. **Motion was seconded, carried to vote, motion accepted.**

Terry Coleman questioned the group, “How do you see how we are going to put those recommendations into motion?” Rose Hughes indicated that no matter how this was done that as many people as possible be included in the outcome. Paul Sukys stated that numbers 2 through 5 of the survey were our immediate concern and once those were solved the others would be passed on to which ever new structure is evolved. It was stated that there needs to be a sub-constitution as to what the subcommittee can and cannot do. It was questioned as how do you do that until you know where the power resides? Terry Coleman commented that the subcommittee should research what the other colleges are doing. Mike Williams indicated that he didn’t see a reason for the subcommittee doing research since that is what the college paid Gardner-Shaw to do. Tony Woodward stated that he heard fellow employees stress that they wanted to know what is going to be done and when.

Terry Coleman suggested that there be two subcommittees; one for the faculty and other for staff. Brooke Henwood reasoned that there should be one committee representing both faculty and staff, thus reducing friction between departments. Within this committee there needs to be representation from the

Transition Committee. All members agreed the development of one sub-committee.

**4. Develop sub-committees for College, Staff, and Faculty senates. Assign Transition members to above committees.**

There was much discussion on what this subcommittee could do and not do. Mike Williams indicated that we need to establish the policy on how this committee was going to be in communication with the rest of the college.

It was decided that subcommittees would be a way to involve other members of the college. They will need to do research and possibly help develop solutions to the recommendations of the survey. This committee can't be looking into everything at once. Will have to look at the survey in parts then hopefully it will all come together.

**Motion was made by Paul Sukys:** I move that the subcommittee be charged with the task of outlining the authority and responsibilities of a faculty/staff senate. **Motion was carried, brought to floor, and accepted.**

It was indicated that the subcommittee should elect its own chairs. Mike Williams stressed the subcommittee was to facilitate the work of this committee. Terry Coleman commented that having a member of the Transition Committee would help the subcommittee stay focused.

Susan Sukys was asked to represent the staff on the subcommittee, being that she has the spirit of communication. She accepted. Bob Lewis was asked to represent the faculty on the subcommittee. He accepted. Other volunteers would be needed and Terry Coleman indicated that Pat Herb had indicated her interest of the subcommittee. Terry Coleman said he would discuss this and inform the Transition Committee her decision.

**5. Request administration to identify issues in survey that are the responsibility of the transition team, administration or trustees. Each group should research and identify potential solutions to the problems associated with the issues.**

Mark Collins wanted to stress to the committee that the Board of Trustees does have a set agenda that they will follow in the upcoming meeting on Wednesday, May 28, 2003. He did not want the committee to have expectations that something would happen at the next meeting because of their formal agenda and activity. He assured the committee that they could ask to be heard with a 2-3 minute presentation to tell them what their plans were and what way this committee was headed. What it boils down to is where the Board wants to go with their issues. If the Board does not want to make any changes as to role of the President then other items will not happen.

Terry Coleman said that we need feedback from the Board what they want us to look at as well as what Administration needs to look at. Mike Williams said we need to know how to influence the Board. We have some ideas. We will need to tell the Board that we are forming a second committee on items 2-5 of the Gardner-Shaw Recommendations.

Terry Coleman requested that Cathy Ratliff e-mail Doug Hanuscin with the following information:

- 1. Doug was to e-mail everyone and see who may be interested in volunteering for the sub-committee.**
- 2. Next meeting's agenda:**
  - a. Formulate sub-committees**
  - b. Discuss Board of Trustees Meeting**
  - c. Report on sub-committee #1**
  - d. Summer Schedule**
  - e. New Business**

**Next meeting set for June 3, 2003 at 3:30pm to last 90 minutes in Room 168.**

**Meeting adjourned at 3:00pm**