

## **TRANSITION TEAM MEETING MINUTES**

**February 3, 2004**

**PRESENT** – Dr. Ron Abrams, Trisa Allen, Nikia Fletcher, Dr. Pete Grant, Doug Hanuscin, Mary Heller, Rose Hughes, Bob Lewis, Sharon Miller, Jim Olive, Penny Snyder, Susan Sukys, and Dr. Paul Sukys

Meeting opened at 3:10 p.m. by **Penny Snyder**.

### **I. Review, discuss, and approve minutes**

Paul Sukys motioned to approve minutes from the January 27<sup>th</sup> meeting with appropriate corrections.

### **II. Compile list of supporting information gathered to date and compile, review and discuss list of common themes for possible inclusion in resolution**

Considering the question “what should restructuring accomplish” the Team gathered the following list of common themes for possible inclusion in the resolution and/or preamble.

1. 360-degree or 3D evaluation of job performance and duties at all levels; Must involve communication
2. Supervisor must act as advocates for subordinates
3. Cross divisional teams (multidiscipline); Emphasizing job shadowing/cross participation
4. Problem solving/Decision making at the frontline
5. Continuing Education
6. Convenience for learners; Involving decreased loops and improved quality
  - ♣ Return to core values
  - ♣ Consistency of message
  - ♣ Accountability
7. Interdepartmental workings/meetings
8. Consider restructuring departments
  - ♣ I.E. Possibly consolidating the Arts and Sciences division into two divisions; a division for Arts and a division for Sciences.
9. New employee orientation/mentoring new employees
10. All College Retreat
11. Servant leadership model (endorsing and support)
12. Consider splitting the vice presidency (academic and student services) into two vice presidency positions.
13. Consider the recommendation of a Provost

Concern was raised about the 360-degree or 3D evaluation process for the top administrative level where there is not necessarily a peer or higher level. It was determined that the Board of Trustees would act as the level over the administrative level with all other staff and learners serving as evaluators under the top administrative level. The level missing is the peer level for this administrator.

**Dr. Pete Grant** submitted a list of recommended responses to the Gardner Shaw for Team review. **Rose Hughes** submitted an article *Strategic Change* for Team review. **Mary Heller** offered suggested reading to the Team, *Inside the Magic Kingdom; Seven Keys to Disney's Success*.

**Rose Hughes** asked the Team to prepare for the next meeting by considering the wording of the preamble to the Team recommendations. **Rose Hughes** and **Nikia Fletcher** will meet to compile themes gathered at this meeting.

### **III. Review of upcoming meeting schedule**

The next scheduled meeting of the Transition Team will be Tuesday, February 10 at 3 p.m. in the Board Room.

Meeting adjourned at 4:58 p.m. by motion from **Jim Olive**.

Respectfully submitted,  
Nikia L. Fletcher (419.755.4813)