
Transition Team Meeting
July 24, 2003
Minutes

Present:

Dr. Abrams
Terry Coleman
Nikia Fletcher
Dr. Grant
Doug Hanuscin
Brooke Henwood

Rose Hughes
Bob Lewis
Susan Sukys
Paul Sukys
Tony Woodard

Members not present: Mark Collins and Penny Snyder
Sharon Miller was also present.

I. Meeting Called to Order at 3:00pm

Last meeting's minutes and this meeting's agenda were distributed.

II. Attendance

Attendance was taken.

III. Approval of Minutes

Corrections to be made on the minutes of July 25, 2003.

A. Roman numerals need to be corrected.

B. New Business

1. 2nd paragraph, 1st sentence: insert "in terms of assessment" after the word thing.
2. 2nd paragraph, 2nd sentence change the word "mood" to "mode".

C. Discussion of plan of action on Gardner Shaw recommendations #3, #4, and #5

1. Paul Sukys felt this section needed to be tabled until it was reworked. Paul Sukys moved that the minutes be tabled until completed. Motion was seconded by Dr. Grant. Motion was unanimously agreed upon.

IV Reports

A. Report from Senate Sub-Committee

Susan Sukys stated that the sub-committee really had made progress and obtained many great ideas. Per Susan Sukys the sub-committee now needs to formulate a way in which to share the different information.

V. Old Business

A. Brainstorming Session / B. Next step on #3, #4, and #5

At this point Rose Hughes welcomed Sharon Miller who had asked to attend the meeting to help the team "brainstorm."

The first topic of the Gardner Shaw Report that the team wanted to discuss was #4. The following is what #4 say: "Consider carefully the roles and responsibilities of the president and the vice presidents to ensure that they are providing the level of leadership required by the College at this time." The following are the ideas that were brought up by the committee:

Brain Storming Ideas Discussed

1. Leadership roles should be relevant to budgets.
2. Authority for making decisions as close to learner as possible.
3. Serve their constituents.
4. Listen & respond with mutual learning.
5. Advocate a learning centered environment.
6. Put student on top al all hierarchy charts – student is focus.
7. Promote risk taking & rewards
8. Create position to mediate disputes between departments.
9. Foster cohesiveness over divisiveness
10. Refuse to say "It can't be done."
11. Feedback activity (as to what's been done).
12. Leadership activities should be related to mission and goals.
13. Flatten hierarchy.
14. Think out of the box.

Before the discussion Sharon Miller questioned the list of comments and their relativity to the roles and responsibilities of the president and vice-president. Many of the members agreed that there were some thoughts listed that were not relative.

At this point of the meeting, Nikia Fletcher commented that she felt that is was more important to begin working from the bottom up, which was the mutual feeling of the team. The comment was made that the college needs to do a job and task analysis as to what people do so as to avoid duplication of effort. It was determined that the roles and responsibilities of individuals should be in concrete.

Sharon Miller proceeded to question the team, "What do you want to come out of this meeting?" Sharon Miller said that it would be important to paint a picture of what we want to be in 3-5 years, see where are, and the gap will tell us what needs to done. Sharon Miller said that it was important to remember that if it can't be measured than it's not a goal. The team proceeded to put together a list of the following:

Where we want to be?

1. Public Responsiveness
2. Public Policy (governance and legislation
3. Challenge each other & not take it negatively.
4. Involvement of all levels in strategic planning.
5. People feel respected.
6. KISS (Keep It Simple Stupid)

Nikia Fletcher commented on the necessity of getting all the departments functioning together, for example, the Student Services. Sharon Miller suggested that the team make a list of what would be needed in order for this to happen. The following was the result:

Student Services

(How best serve the students)

1. Talk to each other
2. Delineation of Responsibility (Chain of Support)
3. Duplication of Services
4. Integrate Service/Need
5. What can you do to make my job easier?
6. Understand Inter-relatedness
7. External & Internal Continuity
8. No more compartmentalizing

The discussion that followed indicated that the college must serve the student first and get to the 'Learner Center.' The following question summed this discussion:

How do we best serve learners and our constituents within our realm?

VI. New Business

Dr. Abrams then proceeded to hand out some articles that he felt may help the team in its endeavors. In conclusion, it was determined that the team needed to continue to study the articles of information for further discussions.

Sharon Miller asked the team if they would not mind filling out a survey as to how the meeting went. The team agreed to fill this out and the results would be calculated by Sharon Miller and given to group at the next meeting.

VII. Meeting Adjourned at 5:00

Sharon Miller was invited back to upcoming meetings which she agreed to attend pending on her schedule. Tony Woodard moved that the meeting be adjourned. This was seconded by Terry Coleman and unanimously accepted. Meeting adjourned.

Next meeting Thursday, 7-31-03, at 3:00pm in Room 168 (Board Room).