

## **Coordinating Committee December 12, 2007**

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|-----------------------|-------------------|------------------|----------------|
| <b>In Attendance:</b> | Cindy Johnson     | Calvin Ross      | Dana Rosenberg |
| Pam Westerdahl        | Jean-Marie Taylor | Doug Salokar     | Allan Saaf     |
| Chris Riley           | Catherine Miller  | Rachelle Stivers | Melanie Gray   |

**Meeting was called to order by Cindy Johnson at 1:05pm.**

**Minutes from November Meeting --** Minutes had a few corrections and a motion to accept by Doug and 2<sup>nd</sup> by Calvin. Everyone agreed.

### **Business**

**New Members** – Tom Corcoran is a new member but was ill so not in attendance.

**New Co-Vice Chair** – Calvin is resigning as the co-vice Chair since he is taking on a new position here at the college. A vote was taken. Those members not in attendance will get an email from Cindy J. for their vote.

**Meeting Format Change** – It is proposed that every other month having action reports. If they have a recommendation that needs to go to cabinet it can be added to the agenda of the opposite meeting. Chairs can report to Cindy if something is time sensitive and can be passed on to the group. Dana made a motion for this and Pam 2<sup>nd</sup> it. All were in favor.

**Systems Portfolio** – The systems portfolio will be due in about a year and a half from now. It was suggested to form a new sub team for this and start working on it in the next fiscal year. It was suggested to get someone who is a good writer to head up the committee, have a few people from the coordinating committee on it as well as recruiting new members for this sub team. The portfolio will look at all 9 areas and some of it will be address from the different committees. The report from other colleges was approximately 75 pages that Allan has seen. This will be planned for during the spring semester to be in place by Summer.

**Quick Fixes and New Action Project Idea Submissions --** The website currently has a place for people to submit things for quick fixes. It is suggested to have a central location for ALL suggestions, have someone look at it and decide whether it goes to Quick Fixes or be passed on to the committee to see if it will be a new action project. It is a good idea because the people who have suggested it haven't thought the process through. This way it can be screened. Dana and Cindy are trying to develop a single form for the website. There was a change in the submissions to know who they are coming from so they can get feed back if needed to be able to complete the idea.

## **Coordinating Committee Sub Committee Reports:**

**New Action Projects – Charter Revision Discussion** – Pam reported that they discussed new wording in the Action projects. There wasn't a complete process for how charters are developed, guidelines for what the action project team would do. Pam is working on writing a draft of it for the sub committee to look at. It was suggested to get feedback on the declaration before it goes external. Let someone know it has been proposed and get support and then make a clear statement of the problem so they know exactly what to work on. During the decision making discuss it with the VP, that way when the formal document comes forward it isn't a surprise. Try to keep all informed and list out the steps.

**Quick Fixes – Jean-Marie** – They met and are creating a database for tracking Quick Fix projects that are submitted. They received a Thank you for fixing something. The procedure for faculty communications with Athletics is going up the chain from Allan. A suggestion to have a place to go to talk about construction has gone to the Communications Committee to help. There are photos of the project on the website. At this time there is only one quick Fix suggestion that they received and that is to have less harsh soap in the bathrooms. Calvin said to forward that to Shane. The CDLLC has switched soaps for the kids because their hands were getting chapped and red during the winter. A list of acronyms has been created and was distributed to look at.

**Informal Committee – Website --** IT has let everyone know that the website look is changing to be consistent. Dana and Cindy have been working with Jackie and Tom on this process. A copy of the organizational chart for the website was distributed. There will be a homepage with topics and info inside. The page will be set up with the content in the center, links on the left and hot topics on the right. A sample was viewed in the meeting that Tom put together. Photos and coloring are subject to change.

Feedback: Question: Does Coordinating Committee need its own tab? Right now it is at the same level as projects, Special events, History and General info. It would be difficult to put it under action projects because this is ongoing. Since it isn't an action project it should have its own tab. The coordinating committee has just as much info under it as the others. Alan suggested having a chart on how it is organized put under general info.

Question: Organization – How does it look? Have they missed anything? Cindy asked if anyone was interested in helping to organize the web page. Rachelle volunteered to help with it. The organizational chart is just a draft at this time. Cindy will forward the pages and information to everyone for comments. There will be a meeting on Tuesday, December 18 from 10:00-12:00 for this.

**Next Meeting will be announced in January.**

**Meeting was adjourned at 2:00pm**