

Certified Staff Committee Meeting Minutes

Date: 2/5/16 – 8:15 A.M.

Location: Viking Room

Attendees: Diane Arnzen, Dana Nevois, Chris DeGeare, John Westerman, Tasha Welsh, Trish Aumann, Kathy Johnston, Kenny Wilson, Holly Lincoln, Allan Wamsley, Patti Christen, Caron Daugherty, Kim Harvey, Kristen Yelton, Joette Klein, Lisa Pritchard

Diane Arnzen opened the meeting at 8:15 A.M.

1. Kim Harvey - Reaccreditation through HLC

Kim Harvey gave an overview of the HLC reaccreditation process, including a description and timeline of the committee work.

Assurance Argument task force

- AY16
 - Convene Assurance Argument Task Force and subcommittee
 - Develop criterion outlines
 - Collect evidence
- AY17
 - Prepare criterion chapters
- AY18
 - Compile, review, edit and finalize Assurance Argument

Federal Compliance Task Force

- AY16 Convene Federal Compliance Task Force
 - Share draft Federal Compliance matrix
 - Prepare narrative for each federal requirement
- AY17
 - Finalize Federal Compliance matrix
 - Draft Federal Compliance report
 - Compile Federal Compliance appendices
 - Prepare the Federal Definition of a Credit Hour worksheet
- AY18
 - Compile, review, edit and finalize Assurance Argument

Quality Initiative Task Force

- AY16
 - Host strategic planning retreat to discuss implementation of the Learning Analytics Processor (LAP)

- Develop outreach initiatives
- AY17
 - Implement the LAP
 - Identify at-risk students and perform intervention
 - Share progress updates with institutional committees
- AY18
 - Evaluate the Quality Initiative
 - Prepare and submit Jefferson's Quality Initiative report

2. Guest Speaker in March

Diane discussed training options in higher education project management. PAS is working to develop a workshop for our next meeting, customized to meet our needs. The workshop will be March 4 at 8:15 AM in the Viking Room. It is expected to last 2 hours.

3. Round-table sharing

Tasha shared the compensation evaluation study is open for proposals. The board will be approached in February with a recommendation of which proposal was suggested for high consideration. New job descriptions will be drafted for all positions. Faculty classification study should be complete in April, 2016. Staff study is expected to be complete in December, 2016.

4. President's Questions (follow-up from December PLC meeting)

Question 1: What makes Jefferson College a special place to work?

Great people (mostly), excellent perks/benefits, work/life balance, four-day summer schedule, discretionary days, exciting innovations, administration supportive of change, nobility of the cause, ability to make an immediate impact on student lives, enjoy working with students, gorgeous campus, many opportunities for diverse work and responsibilities that are intellectually stimulating.

Question 2: What ideas do you have for creating opportunities for open dialogue and transparency between employees and administrators?

The institution already does an excellent job of communicating, goes above and beyond in an effort to communicate information, this has not always been the case. If you aren't getting the information, it's because you aren't looking for it. We hear the message several times. Schedule time for management by walking around (MBWA), coffee hours (VPI), build a culture and expectation of social interaction and participation. Employee relationships are a critical component of job satisfaction. Once a week, visit the cafe for lunch. Continue celebrating successes.

Question 3: How do you define Shared Governance?

Sharing ownership in governance must be focused on student success. Providing opportunities for input, and consider input in decision making process. Having supervisors that truly listen to ideas so if/when the idea is not moved forward, there is clarity that our voice was heard. How do

the ideas get to the right place to take action? Committee structure is a great place for moving ideas forward. Training may be needed to provide individuals with the processes and resources to participate in shared governance. “This is where ideas go, not to die, but to flourish and grow.” Faculty and division meetings are an excellent forum for sharing, but time is limited.

Question 4: What do you see as being barriers to effective campus communication?

Too many emails to determine what is important. Suggested using keywords in subject to help prioritize. How do we ensure sufficient communication without overwhelming? There is no “one size fits all” in communication. We need to provide multiple avenues for communication to meet varying preferences. All agreed that electronic display boards/ visual signage across campus are a great idea. Time limits our capacity to communicate. Committee structure is great, but we must ensure that each subcommittee/task force reports back to the parent committee for dissemination of information. We should emphasize the importance of committee work as a path to shared governance and communication.

Respectfully Submitted,

Chris DeGeare