

Certified Staff Committee
Meeting Minutes

Date: 12/4/15 – 8:15 A.M.

Location: Viking Room

Attendees: Diane Arnzen, Dana Nevois, Chris DeGeare, John Westerman, Tasha Welsh, Trish Aumann

Diane Arnzen opened the meeting at 8:20 A.M.

Diane and Tasha said they have reached out to PAS to learn of presenter options. Our requested topic is project management, with a focus on higher education. The cost is \$500 for a two hour presentation. We are planning to secure a presenter for our February 5th meeting.

Diane thanked everyone for their contributions to the Certified Staff Adopt-a-family fundraiser. We have raised a total of \$180 to provide holiday gifts for our adopted family.

In keeping with the Certified Staff professional development theme of project management, Trish Aumann, Director of Planning and Outreach, provided information on strategic planning. She began with an overview of the Jefferson College 2015-2020 Strategic Plan. Trish continued with a discussion on the planning process. This discussion revealed that many of us are quite good at action planning and implementation. However, we often fail to assess outcomes and revise plans based on assessment results to, ultimately, improve outcomes.

Chris shared a Google Sheets tool used to track the completion of objectives at the task level, and to align these objectives with strategic aims. Chris, Trish, and Caron Daugherty will present on this planning and tracking process at the upcoming HLC Annual Conference in Chicago.

Trish stated that Spring Action Plans are due to the Vice Presidents on February 10. Supervisors will request Action Plan submissions in time to provide for review prior to submission to VPs.

Our next meeting is scheduled for February 5, at 8:15 A.M. in the Viking Room.

Meeting adjourned at 9:30 A.M.

Respectfully Submitted,

Chris DeGeare