



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	November 30, 2007
Time	2:00 P.M.
Location	Administrative Conference Room

2. Attendees

Role	Name
Chair	Betty McCrohan
Minute Taker	Deanna Feyen
Attendees	Pate, Dr. Ty; Youngblood, Pam; Collins, Leigh Ann; Jones, Dr. Dan; Rehak, Patricia; Taylor, Dr. Wayne
Absent	Kocian, Bryce; Pinson, Dale; Stavinoha, Natalie

3. Agenda

	Topic	Owner
1.	Strategic Plan	
2.	Achieving the Dream	

4. Information Items

	Description	Date	Participants
1.	<p>Strategic Plan Timeline: Dan presented a revised strategic plan timeline. The old version and the new version were compared side-by-side. Discussions occurred over each step. Changes were made to the timeline based on these discussions.</p> <p>Dan's "WCJC Planning Unit Action Plans 2006-2008" form was discussed. Dan was proposing to go back to spring and fill in the information and fill out an additional report for the current year. The team viewed reports in TracDat. He stated there was two purposes, 1.) planning documentation for the coming year, and 2.) regain history that is lost. Dan stated to ask the question, are there major items that didn't get in TracDat? These are the things that need to be input into the new form. Ms. McCrohan suggested this form be completed at the Vice President level or directly below. Dan will provide everyone with a report from TracDat.</p> <p>Dan will copy the new strategic plan timeline into standard 2.5.</p> <p>Dr. Taylor suggested sending reminder emails monthly pertaining to the timeline. He also reiterated that training is needed on a regular basis. It was clarified that the annual report template will no longer be completed. Dan's report will take the place of the old annual report template. Bryce's calendar and letter for budgets will need to be reviewed by the team and cross checked with the strategic plan timeline.</p>		

2.	<p>Achieving the Dream: Ed and Charlotte will be visiting the campus on December 5 & 6. They have requested to meet with the President, data team, leadership team (core team), and QEP committee. The agenda for Ed & Charlotte's visit was reviewed. The coordinator position for Achieving the Dream was discussed. Dr. Pate, Dr. Taylor, and Dr. Jones will meet to discuss an individual for the position.</p> <p>Individuals need to sign up for the Strategy Institute. It will be held February 5-8, 2008. Eight individuals are allowed to go. Deanna will sign up the individuals.</p> <p>The CIR Handbook was discussed. Ms. McCrohan suggested evaluating the CIR Handbook yearly.</p>		
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7. Action Items

	New Action Items	Owner	Due Date	Status
1.	Deanna will register everyone for the Strategy Institute.	Deanna Feyen		

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 3:45 P.M.			