



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	February 23, 2007
Time	9:00 A.M.
Location	Administrative Conference Room

2. Attendees

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

3. Agenda

	Topic	Owner
1.	SACS – Compliance	
2.	SACS – Follow-up Items – Substantive Change	
3.	QEP	
4.	Achieving the Dream	
5.	Strategic Planning	

4. Information Items

	Description	Date	Participants
1.	Minutes – The minutes were approved as corrected.		
2.	SACS Compliance – Clarification was made to those who were not in attendance last week on how to prioritize their standards. Each Leadership team member is to email their excel format to Leigh Ann Collins so she can add to her spreadsheet. Leigh Ann will monitor the progress from each area. Pam needed clarification on who is responsible to make changes on standards. She would prefer that the person assigned to the standard make the change and not send all changes to her. Rights will be given to each member to make changes to the SACS website standards.		
3.	SACS-Follow-up Items-Substantive Change – Standards will be completed by March. Ms. McCrohan made note that she would talk with Dr. Pate about items she asked him to follow-up on.		
4.	QEP – Pat informed the member’s that GG Hunt and David Kucera are the QEP liaisons for the QEP ad hoc development team. Cynthia Knox is a new member of the ad hoc development team and has started organizing the work of the ad hoc committee.		

	<p>Liz Rexford and Amanda Brand are the QEP liaisons for the ad hoc marketing team. The development and the marketing team will work closely together to engage the faculty and staff. The committee has decided to start with the slogan contest before doing the logo contest. Dan Jones will meet with Cynthia Knox on Monday to answer any questions about Achieve the Dream.</p>		
5.	<p>Achieving the Dream – Dan stated the focus groups were set up for next week. The groups will be small but will include key faculty and staff. Dan will show a PowerPoint presentation with data identifying key areas the Leadership team has identified. Two areas of importance are the need for a community link, and the review of policies and standards in view of Achieving the Dream. The team agreed on a time to meet with Ed and Charlotte on Monday, March 5, at 1:00 P. M. Ms. McCrohan asked Dan to have a session with the Board of Trustees in March on Achieving the Dream.</p>		
6.	<p>Strategic Planning – In Dan’s absence, the team has been moving along. The team needs the institutional effectiveness report from Dan.</p> <p>Leigh Ann reviewed the Timeline for Development and Completion of Report. A clarification was made on which Strategic Planning timeline should be used. It was decided the old timeline would be used for the current year. Changes have been made for clarification purposes only to the old timeline.</p> <p>Dr. Taylor asked Dan to train his personnel on how to properly complete an annual report.</p> <p>Leigh Ann explained the changes made last week to the annual report form. Every budget ORG should have a mission statement. Dan sent members a document last year giving examples of desired outcomes, etc. There were examples for finance to use. Dan stated that goals were the hardest area for all personnel and caused the most confusion on the annual reports.</p> <p>Ms. McCrohan stated that administrative ORGS have a hard time finding where they fit in the initiatives. Most categories are student oriented. There needs to be an adjustment to the initiatives for administration purposes.</p> <p>Dan suggested Bryce look at Conrad’s mission statement for an example.</p> <p>Ms. McCrohan stated that every budget ORG should have input in an annual report. The supervisors will compile these reports in a format dictated by their Vice President. The Vice President’s will compile a comprehensive report for Ms. McCrohan.</p> <p>Dan stated the need to spend time to get the annual report’s instructions clearer for everyone.</p> <p>Pam needed clarification on what distinguishes a goal from a desired outcome.</p> <p>Dan suggested using broadly stated outcomes that are very easy to link to a goal. Dan stated you can use the same goal each year and to improve on that goal year after year. Dan will send his</p>		

<p>document to all members so they may have a better understanding of the goals and objectives process and desired outcomes. Ms. McCrohan suggested getting a list out to those needing to produce an annual report including a cover sheet with instructions. Dr. Taylor stated the Vice President's need to be clear on the instructions of how to do an annual report and be able to relay this to their personnel. There also needs to be training sessions on TRAC DAT.</p> <p>Changes were made to the annual report and guidelines. Leigh Ann will email the corrected annual report to all members of the Leadership team.</p> <p>Dale asked where the information would come from for Unit Statistics. Pat stated she would provide the information for instructional and Dan would provide the information for non-instructional.</p> <p>Dale asked if a master calendar could be created with a pop-up reminder for deadlines.</p>		
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7. Action Items

	New Action Items	Owner	Due Date	Status
1.	Each Leadership team member is to email their excel format to Leigh Ann Collins so she can add to her spreadsheet. Leigh Ann will monitor the progress from each area.	All Leadership Team Members	ASAP	
2.	Ms. McCrohan made note that she would talk with Dr. Pate about items she asked him to follow-up on.	Ms. McCrohan		
3.	Ms. McCrohan asked Dan to have a session with the Board of Trustees in March on Achieving the Dream.	Dr. Dan Jones	March 2007	
4.	Dan will send his document to all members so they may have a better understanding of the goals and objectives process and desired outcomes.	Dr. Dan Jones		

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 11:45 A. M.			