



Wharton County Junior College

Leadership Committee Meeting

1. Leadership Committee Meeting Minutes

Item	Description
Date	September 14, 2007
Time	10:00 A.M.
Location	Administrative Conference Room

2. Attendees

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

3. Agenda

	Topic	Owner
1.	Achieving the Dream	
2.		

4. Information Items

	Description	Date	Participants
1.	Dan explained the topic of the meeting was to decide how to staff Achieving the Dream to start the process. He passed out a proposal timeline and action plan for the four areas designated in the grant. He explained the need for the four priority areas to have a coordinator assigned along with a committee. He passed out a priority coordinator duties list and a first-year work plan example. Dr. Taylor asked what happened to the decision to hire a full-time coordinator to handle all positions. Dan explained that the Achieving the Dream national group did not agree with this idea nor did Ed and Charlotte. Charlotte talked with Ms. McCrohan about her concerns. Dan stated that due to our relationship with Houston Endowment, we need to keep a good relationship for future grants. Dan stated he was hoping that faculty members would agree to a stipend of \$9,000.00 (\$750.00/month) with no release time. Bryce asked about a faculty member being assigned to be over the financial aid area. Dan agreed that a faculty member as coordinator over the financial aid area would not work and hiring a consultant would work better and produce faster results. The other three areas could be used with a faculty member. Sharon Prince has stated she is willing to be the coordinator for #4 dealing with learning labs and tutoring. Bryce had concerns about how far the \$400,000.00 would go. Dr. Taylor asked what in the		

<p>proposal is not negotiable. Dan stated Ms. McCrohan's input would be needed for that answer. The team asked about concentrating on two of the goals instead of all four. They felt you could do a better job on two goals. Ms. McCrohan stated that part of the first year involves an analysis of the work and not implementation. She explained that the grant would not take care of all expenses. The institution would have to pay for some costs. Ms. McCrohan stated that all issues listed as goals needed to be looked at regardless of the grant. Dan stated that this should not be a burden on the offices. An example was given on expanding the financial aid committee. Pat stated that it would be a burden on the chair of the committee if the duties were expanded. Bryce stated that he was concerned that the consultants proposal would not get implemented. Bryce also asked what the charge of the committee would be since financial aid adhered to federal guidelines that could not be changed. Dan stated the charge could be to look at the recruiting process. This charge could come from the consultants proposal. Ms. McCrohan asked for suggestions for coordinators in each area. Pat suggested a counselor from the student services area. She felt it would be a huge learning curve for a faculty member to be assigned in this area. Ms. McCrohan stated we need a group to review the testing process and determine if the process is working for our institution. Leigh Ann asked if areas 2 & 3 could be rolled together. They agreed this was an option with one coordinator assigned. Dr. Pate informed the leadership team that he was being criticized behind his back for paying stipends to employees already receiving a full-time salary. Dr. Pate wanted the team to be aware of the repercussions before making a decision on the pay or release time of the coordinators. Dr. Taylor stated that in the past he has had committees appointed by the President which included faculty members that either did not show up for meetings, or did not participate in the project. Dan stated that if the decision was release time, then the decision would need to be made at this meeting. He also stated that job descriptions need to be completed prior to Ed and Charlotte's meeting. Ms. McCrohan asked about the progress of the learning labs. Pam stated the computers from the Oak Bend site were installed in Sugar Land. Pam had questions regarding the learning labs, 1.) she needs to know who will be in charge to overlook the labs, 2.) a person has to be in charge of training personnel for tutoring, software, etc. Dan stated that Sharon Prince was working on job descriptions for these positions. Dan passed out the learning lab proposal. Money has been placed in the English budget for tutoring although Bryce explained that the amount was less than the amount on the proposal. Dan stated that a meeting was needed for Sharon Prince to explain the learning lab proposal. Dr. Pate will visit with Sharon on the Achieving the Dream coordinator position.</p> <p>In closing, Bryce will work with Dan on a consultant for financial aid. Dr. Pate will work with Dan on the testing and advising</p>		
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	<p>coordinator. Dr. Pate will visit with Sharon Prince on the learning lab and tutoring area.</p> <p>Dr. Taylor asked if we were looking at staffing the Bay City facility with student services personnel. Ms. McCrohan stated that would be a long-term option. She stated according to SACS we are required to provide all services to the Bay City facility.</p> <p>Dr. Taylor stated his staff was stretched as far as possible at this time.</p>		
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7. Action Items

	New Action Items	Owner	Due Date	Status
1.	Bryce will work with Dan on a consultant for financial aid.			
2.	Dr. Pate will work with Dan on the testing and advising coordinator.			
3.	Dr. Pate will visit with Sharon Prince on the learning lab and tutoring area.			
4.				

5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 11:50 A.M.			