

## ATTENDEES

**Council Members Present:** Mary-Rita Moore, Deborah Barnes-King, Susan Campus, Carlos Garcia Sanchez, Michael Garrity, Audrey Jonas, Hilary Meyer, Thomas Olson, Pamela Perry, Elise Rapala, Shelley Tiwari, Elizabeth Quan Kiu Vazquez, Christopher Clem, Chuck Bohleke

**Council Members Absent:** Dayanne Figueroa, Michael Flaherty

**Also Attending:** Kurian Tharakunnel, Brenda Jones Watkins

## WELCOME

President Moore welcomed the group, visitors, Brenda Jones Watkins and Josephine Fazio and reviewed the agenda. The new Student representative was in attendance and President Moore asked Council to introduce themselves, stating their role with the College and College Council. Susan Campos, Christopher Clem, and Carlos Garcia Sanchez are new members, and Chuck Bohleke is cycling off.

President Moore informed the group that she and Tom Olson reached out to the Hourly Employees to offer 2 “Hour with the President” sessions on July 11. The goal for these sessions is to have the opportunity to share some updates, listen and answer questions they may have. The President’s office received a few calls regarding the email, the hourly employees were excited and wanted to make sure they were on the list serv for hourly employees since some did not receive the first message directly. President Moore will share the outcomes at the next meeting.

## MISSION/VISION STATEMENT EVALUATION

President Moore stated that the College is entering the last few years of the Strategic Plan and next year we need to work on the next Plan. To help lead that process we are looking to evaluate the College Mission and Vision statements, as this will service as the foundation for the new Strategic Plan. President Moore asked Pamela Perry to present her ideas on if we should and how we can move forward with a new Mission and Vision for the College to help with the Strategic Plan.

Ms. Perry presented information on how and why this can be accomplished. It has been over 10 years since the Mission and Vision statements were updated. During the HLC visit it was noted that the current mission statement is a strength. However, when asked to repeat the statements, very few people can because it is long and which part is the strength. Also we are not the same college we were 10 years ago. The community, students, employees, and staff are different. We need to ensure our statements reflect the current college community. Ideal mission statements, state what we do, it should be clear, concise, and useful. Mission statements guide us as an institution, giving us clarity. A vision statement is what will we accomplish, the big picture – ideal, what we want to effect. A good Vision statement should also be clear, concise and aspirational (it can be a really big picture and idealistic). A strategic plan connects the Mission and Vision statements. Pamela has added the Mission/Vision Statement Evaluation into the FY19 goals for Planning and Accreditation and she is asking Council to partner with her in leading the process for FY19 and make this a goal for Council. Based on the success of the HLC process, she would like to use a similar model to get the campus community involved. We would create a subgroup with Council members. Ms. Perry believes we can

have a short 10 word Mission and Vision statements. The plan is to create concept words for the community to review, and ask the questions what do we do and what we can accomplish. From these discussions the new statements can be created by a small group of 5 or less. Discussion on timing for future revisions and group agreed that every 10 years it should be revisited, to ensure it fits the College Community.

### HLC VISIT TEAM REPORT

President Moore reminded the team that at the June meeting she shared she would make the full report available to College Council, as of today we are still waiting on the final report. However we did distribute the draft report, President Moore's response letter and the document highlighting the opportunities for the College. A discussion was held regarding the report findings and once we receive the final report, how do we want to share and communication the results. Removed from monitoring on two of three issues, Governance and Planning and Resource Allocation. The group agreed no surprises, however this doesn't mean we are done working on the assessment, we need to raise the bar, we can and should do more, and this should become part of the culture. We also need to find a better way to communicate the successes. President Moore is concerned with the timing for the next visit, it is less than 2 years away and the urgency needed. College Council agreed to share the final report findings at the Fall Workshop. Then send to the entire campus community and celebrate the successes.

### COWORKER CONNECT – NEXT STEPS

President Moore reminded Council a debrief was given at the June meeting and we would discuss next steps at the retreat. President Moore feels this should be with the Council and has asked Pamela to walk the group through break out groups to discuss ways to expand the program. Small groups met and shared the following outcomes with the entire group.

Group 1 comments included employee hosted events, sign up for performance groups on campus, open lunch at Café 64 with tables set for 2 people only, you can just come and you are randomly seated with another person for lunch, Speed networking in Café 64 with small plates set up.

Group 2 comments included speed meetings with 20 people at a time with food, give people preference of whom they can be set up with, because how do we know if they already know the person or not, referral interest in or something they want to learn more about, connect to another person or area, add to the description area, on campus or off campus visit, ask what time of activity they would like to do, lunch off site, coffee in café.

Group 3 comments included some feel that some people will be uncomfortable with a 1:1 and a group setting would be better, give employee more choices, ask the questions who and what you want to do? However if we have too many rules, we lose the meaning behind the program. PDC does some of these events, really like the lunch at Café 64, would be very easy to set up and it would be a fun event. Should try this and see how it works. TSC Club day is a good example, they set up games, people

came in and out all day, some engaged and others did not, based on the success of the event they are going to do this event again. If you make it mandatory you lose the fun factor. We need to make sure to share with the campus some the success stories from the pilot. Audrey Jonas volunteered to write her success story.

Group 4 comments included no speed dating idea, you can't do this on a time clock, give permission for extra time, if people feel like they are part of something, they do not leave an organization, Chuck Bohleke volunteered and would like to be part of the next phase, important to help employees feel like they are part of something bigger and building the community is more important.

Ms. Perry believes that we can have a place for both one on one and group events and we can find space for both of these type of events in Coworker Connect. She asked each team to send her a summary, and she will incorporate into one document for the College Council to move forward in FY19.

### **ASSESSMENT of FY 18 GOALS**

Pamela Perry led the assessment of goals for FY 18, consolidated the discussion and created the draft assessment below. Pamela Perry posted on Blackboard for further review from Council.

### **What were College Council's Goals for the 2017-2018 Academic Year?**

#### **1. Higher Learning Commission Visit**

As Steering Committee for the College's Assurance Argument, College Council will complete and submit the argument to HLC, and share the argument's content with our campus community (including students, faculty, and staff) in preparation for the site team's visit on March 5-6, 2018.

#### **2. Communication and Engagement**

The Council will focus on improving engagement with the campus community via forums and outreach efforts, and attempt to increase committee participation rates in assessment through targeted communications about assessment's purpose and benefits.

#### **3. Strategic Planning and Student Success**

The Council will actively engage in the evaluation of information and data regarding planning and student success, converse with the campus community about these topics, and support collaboration across the college's divisional and departmental areas.

### **What were College's Results for the 2017-2018 Academic Year?**

#### **1. Higher Learning Commission Visit**

College Council met this goal. Council formed a subgroup in August 2017 to lead campus engagement with the assurance argument and preparations for the visit. In fall 2017, Council hosted two open forums and one college hour regarding the assurance argument.

The argument was submitted via HLC's electronic portal in January 2018, approximately two weeks prior to the deadline. The final argument was made available to the campus community on the employee portal the same day, and it was distributed in hard copy and on USB drives in January and February in a variety of forums. Additionally, Council hosted five Mock Visit Meetings (one for each criteria) throughout the month of February, each of which were strongly attended by between 50-80 employees. Information about the visit was also communicated at committee meetings, through Triton Today and President's Corner, and with paper flyers, brochures, and buttons.

The preparation activities proved effective. According the annual survey, more than half (56%) of respondents participated in HLC visit preparation in some way. Of those who participated, 92-100% (depending on the activity) believed that the preparation successfully prepared the college for the visit.

***Evidence:***

- *College Council Minutes*
- *President's Corner*
- *Triton Today*
- *HLC Preparation Materials (Flyer, Brochure, Button)*
- *College Hour Notes*

**2. Communication and Engagement**

Council partially met this goal for this year. According the annual survey, more than half (56%) of respondents participated in HLC visit preparation. Of these individuals, nearly 79% of them felt that doing so increased their level of engagement with the college.

Council had mixed results with its goals for assessment this year. It fell short of full committee participation, with two Academic Senate subcommittees failing to submit assessments. However, of those that did submit, all used the template provided by Council, which resulted in more complete assessments by the committees that did submit them.

***Evidence:***

- *College Council Minutes*
- *College Council Survey*
- *Subcommittee Assessments*

**3. Strategic Planning and Student Success**

Council partially met this goal for this year. It discussed Student Success data at 100% of meetings in FY2018, and successfully shared NCCBP data more broadly by disseminating the information in other forums. Council also received updates regarding the strategic plan mid-year and annual reports; however, it had significantly less updates from Action Champions in FY2018 as compared to FY2017. The reduction of agenda topics with respect

to strategic planning was due in part to the Council's focus on the HLC visit in March 2018, which demanded much of the steering committee's time.

***Evidence:***

- *College Council Minutes*

**What are Areas of Improvement/Changes to Consider for FY2019?**

- Consider making changes to the Council Webpage to ensure that information is accurate and that the page itself is easy to find.
- Establish best practices for information sharing that representatives can use as guidelines for regular communications to their represented areas.
- Sustain campus engagement by creating opportunities for connection and information sharing.

**DEVELOPMENT OF FY 19 GOALS**

Pamela Perry led the discussion on the three to four goals for FY 19. Ms. Perry consolidated the conversation, prepared the following draft goals, sharing them on Blackboard for future discussion.

1. Mission and Vision Evaluation: Council will engage the campus community in an evaluation of our existing mission and vision statements and propose revised statements based on that evaluation.
2. Higher Learning Commission: Council will monitor the college's progress regarding opportunities for improvement as noted by the HLC visit team in its report, and will support faculty, staff, departmental areas, and committees in responding to heightened monitoring regarding student learning assessment.
3. Engagement: Council will focus on sustaining engagement with campus community by expanding the coworker connect initiative and establishing best practices for communicating with represented groups.

**NEXT MEETING**

President Moore thanked everyone for attending, enjoy the rest of the summer. The next College Council meeting is scheduled for August 27, 2018 at 2 p.m. in B-204/210.