

ADMINISTRATIVE COUNCIL

February 27, 2009

9:00 a.m. – SS 205

Present: Dr. Charles Mojock, Don Ball, Rosanne Brandeburg, Rey Cortes, Denise English, Sue Fagan, Doug Guiler, Dr. Barbara Howard, Marion Kane, Tim Kane, Pat Landsman, Dr. Sherie Lindamood, Mike Matulia, Dr. Carolyn Meyer, Jane Miller, Claudia Morris, Dr. Mary Jo Rager, Carolyn Scott, Dick Scott, Russ Sloan, Mark Swearingen, Audrey Williams and Brandy Ziesemer.

Dr. Mojock called the meeting to order. He thanks Mike Matulia for the Media Guides he had distributed. Mike informed the group that there was a game today and encouraged everyone to come watch.

Dr. Mojock welcomed Claudia Morris as MaP's representative.

Items covered:

A portal is now set up for the Board of Trustees. The mid year review and other information may need to be placed on the portal. An administrative portal may be the next project for IT.

Dr. Mojock commended Doug Guiler and his team for the recently completed upgrade to several of our campus-to-campus network connections at no cost to the college.

Mr. Kane discussed the training with the Leadership Boot Camp – the third workshop was just completed. The workshops are a very worthwhile investment of our time and the plan is to have regular installments of future training.

He also discussed the training grants. The first grant training concludes today (2/27) with 170 people being trained – feedback has been positive. A second grant has been applied for and will cover excel and access training. Another survey will be completed to determine what needs to be offered in those two areas. Employees will need to work with their supervisors to determine if this training is needed. A third training will also be offered on department data application and it focuses on a narrow group of employees who will be affected. No one will go into this third training without authorization from supervisors and without first having the excel/access training. The classes will again be held on Fridays and will conclude prior to our summer schedule.

Dr. Mojock reminded everyone that he had sent an email concerning the League for Innovation and encouraged nominations.

Mr. Kane distributed a draft of an employee survey and it was discussed in detail. Three years of data has been analyzed and the number one area of concern was lack of communication. Cabinet proposed to create this specific survey on communication which will again be built into class climate for ease of reply. Survey would be centered on two major areas: 1) how it impacts your job or 2) is it information you need to know. Dr. Mojock asked

that administrative council look over the survey and give Mr. Kane feedback. Also, once it goes out campus wide, he asked that everyone encourage their folks to participate.

Dr. Mojock encouraged administrative council to use the Board meeting highlights which are emailed to everyone at their staff meetings. This will allow everyone to know what is going on at the college.

The former Learning Center has been renamed Lake Hall. The use for this facility is still under review. Mr. Scott did ask that until it is determined how the building will be used, that no furniture or equipment be removed.

There was a tour/sneak preview of the new Center for Teaching and Learning prior to the Board meeting. Ms. Kane announced that they will finish up their move today(2/27) and thanked Mr. Ball and Mr. Guiler for their help in getting everything in the new Center.

There was a reception for Brandy Ziesemer and Mary Heikkinen for their promotion to their new levels of professorship also held prior to the Board Meeting.

Dr. Mojock called on Mr. Scott to give an update on the budget situation and an overview of the mid-year budget review. Mr. Scott commended everyone with the teamwork displayed in the recently held budget meetings, complimenting everyone on what they have done to get us to this point in our budget. Morale is still good and the Board is appreciative of faculty and staff doing what has to be done in order to have the least impact on our students. Mr. Scott also commended the Foundation for stepping in and helping with our budget.

Dr. Meyer gave an overview of the Indicators of Effectiveness and the changes in the Student Profile. There is good information on the midyear review that needs to be on the web. There was discussion about the web subcommittee making a decision about what should be on the intranet/internet. The SACS review has caused us to make changes to and improve our website.

Dr. Mojock gave a brief overview of the proposal which he submitted to the Board of Trustees about Postsecondary Workforce Education. There was some discussion and questions. Our Board of Trustees instructed Dr. Mojock to proceed with a formal request to the Lake Technical Center for a joint meeting with their Board to discuss ways to better serve the community. LTC plans to discuss this proposal at their next board meeting, which will be held on March 9 and then they will be in touch with us with a decision.

Dr. Mojock thanked the FACC for paying for the printed Legislative Priorities brochure. They were used by the Trustees during their recent visit to Tallahassee.

Dr. Mojock distributed the position statement from SACS about the budget situation. There was an overview and discussion about the Compliance Certifications and QEP. Dr. Mojock commended the good work by Denise English and Dr. Meyer on the certifications that have been reviewed. There was also much discussion about the QEP and the importance the topic will

have on the future of LSCC – it has to be related to student learning outcomes. it is a SACS requirement that there be broad based input and there was discussion about that process.

Dr. Wacker announced that nursing has submitted more documentation toward the National League of Nursing Accreditation.

United Way soup cookoff is March 5. Everyone is encourage to participate.

Dr. Mojock thanked everyone for their input and the meeting was adjourned at 11:00 a.m.