Minutes

1.0 Welcome and Call to Order

Lisa Armour called the meeting to order at 2:01 p.m.

The following members of the Council were present:

Lisa Armour	Patti Locascio
Victor Brennan	Jodi Long
Jessica Brown	Rhonda Morris
Naima Brown	James Nichols
Cheryl Calhoun	Bill Penney
Ginger Gibson	Rebecca Rogers
Gary Hartge	David Shlafer
Mike Hutley	Kalpana Swamy
Kathryn Lehman	David Tegeder

The following members were not present:

Ed Bonahue	David Price
Margaret Howell	SG Representative
Matthew Newell	

Recorders: Amy Nichols
Guests: Stefanie Waschull

2.0 Approval of June 28, and October 18, 2018, meeting minutes – Lisa Armour

Draft minutes from the June and October meetings were distributed for review. Armour requested members email their feedback and corrections to her for incorporating into the minutes, after which, a revised draft will be emailed for their approval.

3.0 Selection of Reading Materials – Lisa Armour

Members voted for *A Vision for Equity* as RPC's official discussion material for the year. Also, a subgroup of members expressed interest in participating in the Black Minds Matter course, with Cheryl Calhoun as point of contact, who would periodically bring insights from the subgroup's discussions to RPC. Armour will email members a link for a free download of *A Vision for Equity* reading material and place time allotments on the agenda for discussions.

Action Item: <u>Armour will email link to reading material.</u>
Action Item: <u>Armour will add discussion time allotments to agenda.</u>

4.0 Suggestions for 2018-2019 Agendas – Ginger Gibson

Ginger Gibson, VP of Administrative Affairs, provided members with the 2019-2020 budget schedule, a tentative President's Budget Committee schedule, and the 2018-2019 RPC meeting schedule of annual presentations to RPC. Members discussed adding a SENSE and CCSSE presentation to the agenda but concluded that when the surveys are administered and results are collected, the information would not be timely enough to affect this year's conversations. Gibson recommended adding it to RPC's June 2019 meeting, which Armour agreed to arrange. Also added to the presentation schedule was an annual Aspen Award update to be presented by Armour at RPC's January 17th meeting. Gibson will email presenters for comments and corrections to the schedule, and will email draft schedules to Vice Presidents.

Action Item: **Add SENSE and CCSSE presentation to June 2019 meeting**
Action Item: **Add Aspen Award update to January 17th meeting**
Action Item: **Email presenters for comments and corrections to the schedule**
Action Item: **Email draft schedules to Vice Presidents**

5.0 Excerpt of the draft summary of progress towards achievement of the strategic plan

Armour discussed the process and results for compiling the progress reports submitted at the Strategic Plan workshops from 2016-2018 into an online document, and requested feedback to make it more reflective and complete of the college's achievements. Armour reviewed the Strategic Plan's theme "Direction" in the document, and noted that some cells were blank and possibly needed attention. She went on to note that there were likely tactics where progress had not been made during some planning year (or multiple planning years), in which case it would be appropriate to leave corresponding cells blank. Armour plans to distribute the draft and request that blank cells be completed if appropriate. She also stated that progress reports should be filed under the most strongly aligned strategy or tactic, not repeated under multiple strategies and tactics. It is important to be selective when reporting progress, in an effort to provide a report of significant progress that is reasonable in length. The report will not include all actions taken, but only the most significant (in the strategic sense) actions. Armour will add a numbering system to each line of the document for quick reference. Once the document is beyond draft, Armour will request RPC audit the results.

Action Item: Armour will add a numbering system to the document.

Gary Hartge, Director of Institutional Research, demonstrated the SAS Visual Analytics tool which is replacing reports in Crystal Reports. Hartge demonstrated Fact Books – Enrollment. The report is based on fall, spring, summer, and the academic year. Reports can be exported or emailed, offer several filtering choices, and are filtered/refined through an intuitive interface. Hartge continues receiving feedback and making modifications as needed.

6.0 Adjournment

The meeting was adjourned at 3:17 p.m.