

**PRESIDENT'S ADVISORY COUNCIL MEETING
May 17, 2005**

PRESENT: Jami Bradley, Kathleen Corak, Mike Lainoff, David Minger, Lloyd Hammonds, Tom Jordan and Joan White.

Review of Minutes:

The minutes of the May 3, 2005 meeting were approved with some additional information on the Book Festival and David Minger's Student Affairs Update.

Commencement Review - Dr. Jordan

Dr. Jordan felt that the CCC Commencement was a success.

Concerns:

- One item of concern is the size of the platform where the guests are seated. For the last couple of years, the platform area has been so small that the number of guests has been restricted. This year the platform area was the stage of Flagstaff High School auditorium and was more than adequate.
- After some reflection, Dr. Jordan came to the conclusion that the style of CCC's commencements has been influenced by the first two presidents who came from universities and also influenced by NAU. Usually the platform guests include the vice-presidents and deans of departments, or the executives of the organization along with certain dignitaries.
- The scripts at community colleges usually are orchestrated by the president and some of the executives.
- The prior assembly – CCC separates the students, faculty and VIP's. Dr. Jordan's prior experience has been for everyone to robe and prepare together.
- Photographs – What happens to our photographs? No one seems to know what happens to the photos after the ceremony. When Dr. Jordan has participated in NAU's commencements, he received a photo of himself and Dr. Haeger. If we aren't going to do anything with the photos, maybe we should discontinue this practice.
- Dr. Jordan would like to see our commencements have a little more direction in terms of what community colleges do when they have their own identity. He would like to see some changes.
- Having the commencement at a high school was a factor in the number of participants.
- Having the Nursing Program Pinning Ceremony, which is viewed as a graduation, had a negative influence on the commencement attendance. More encouragement needs to be given to the nursing students to attend both ceremonies, not just the Pinning Ceremony.
- Dr. Jordan's experience with every commencement he participated in presented a diploma with the student's name on it. It might provide some incentive to attend if CCC did the same.

Changes for Next Year

- Dr. Jordan wants to see press coverage. Separating from NAU might help. Move the commencement to Saturday morning at either 9:00 or 10:00 a.m. or even a week before or after NAU'S. Would like to see human interest stories on the graduates.

- The first preference is for the ceremony to be held at the Lone Tree campus. Could open the patio doors and put some kind of awning or cover over the area so that we can expand to accommodate 800 people, providing we don't violate the fire code. If it's not possible to have the ceremony at the Lone Tree campus, then David Minger, along with someone of his choosing, is to physically check on other options, make some assessments and report back to Dr. Jordan on what the decision is.
- The Pinning Ceremony needs to take place after the commencement ceremony.
- The script has to be changed. Dr. Jordan wants PAC members to have a speaking part, not just Academic Affairs.
- He wants to build some traditions that are unique to CCC and that are traditional within a community college structure.
- Lloyd said that the speaker should be dynamic and of a similar stature as the governor. It would be nice to take a picture of each graduate receiving their diploma. Should have a designated area or maybe a big tent for the graduates and their families to gather after the ceremony.
- Should have someone at the base of the steps to assist the graduates as they leave the stage.
- Jami suggested that it be mandatory for all administrators to march.
- Kitty said that if the commencement is held in an auditorium again, the house lights should be left up. It's important for the faculty to march in before the students – lead them in.
- David suggested that clarification be made for next year's commencement committee on the difference between their delegated authority and their authority to make recommendations. He suggested using commencement strategically for things like marketing. A positive lasting impression of this occasion may influence some of the attendees to become students, or encourage their children to consider CCC.

Our goal is to inspire graduates to take their next steps and bring others to take their first steps with the college. Commencement offers the opportunity to demonstrate the team work that goes on in a learning college to create this end result. It also offers the opportunity to speak intentionally to diversity issues. Would also like to tie in some various kinds of aesthetics to bring in artwork, beauty and different types of ceremony – make it appealing and distinct.

One year in advance: Think about what kind of ceremony – where it will be held – what day of the week and time of day – identify and reserve the facility – have a backup facility identified – choose a theme – identify a speaker to tie in with the theme.

Six months out: Identify a pool of speakers to choose from or have speaker chosen – start arranging publicity, first focusing on students.

Three months out: Have speaker secured (preferably earlier) – have photographer secured.

Two months out: First draft of script circulated - have brochure finalized and ready for print, have Board and platform party briefed etc. - student RSVP's received - publicity happening.

One month out: The script finalized and distributed – the brochures ready – check the operational details to confirm – proper signage out and posted in advance – info should be on web site.

One week out: Reminders should go out to all people with their roles and responsibilities and the details – final check of all operational setups.

Up to one week after: Debriefing. There needs to be signs outside the building to identify it as the commencement location.

Having diplomas ready for the commencement is possible, but some preliminary things need to happen first.

- Jami suggested putting an explanation of the regalia on the back of the program. Kitty mentioned including an explanation of the stoles also.

- If the school is closing on commencement day, we need to print it in the schedule so advance notice is given. Many complaints were received on the closure on May 13. If we have commencement on a Saturday, closing won't be an issue.
- Bonnie expressed an urgency to identify the speaker now and if we want someone of stature, we need to plan for an honorarium. She also suggested that a follow-up meeting take place in the next month to discuss next year's speaker and get the thought processes in motion.

Dr. Jordan thanked everyone for their constructive comments and said that he wants to see the commencement ceremony be more of a public relations event, an educational event, as well as a wonderful experience for the graduates and their families.

Dr. Jordan identified David Minger and Bonnie Stevens as taking the lead. A follow-up meeting in about a month would be good

Instruction/Institutional Research – Dr. Kathleen Corak

- Have undertaken some evaluations at the vice presidents, deans and chairs levels with ITS which is almost finished. It appears to have a fairly good percent of return.
- End of the year assessment reports are starting to come in.
- Have a retreat planned on August 22 at the Arboretum to discuss our plan of attack for Student Learning Outcomes Measurements in 2005-2006. Focus next year will be to do some different things in General Education.
- Title III - The Big Honking Group is meeting next week.
- Shawn Nittmann has been moving ahead with Adult Basic Education – meeting with some of the local providers. The presentation to the County Board of Supervisors has been deferred until June.
- Working on budget stuff.
- Kitty is forwarding about six changes to procedures associated with academic standards that have been through the review process.
- Jami asked if she should sit on the policies and procedures that need review until the faculty returns or should she move them forward? Kitty said that anything in the way of a procedural change that might affect faculty should be held until they return. Dr. Jordan agreed, unless there is an emergency with sufficient rationale to justify proceeding, he would prefer to defer any action until the faculty return.

Student Affairs – David Minger

- David expressed his thanks again to staff and faculty who worked on commencement.
- Update on Advising Task Force: This committee delivered the end of March a set of tactical recommendations on general approaches. Kitty and David met with the group last week and discussed various issues. Invited them to work on next steps which would focus on how to operationalize this. An effective advising structure is very important to student success and retention.
- Title III Conference in Chicago June 14-17 for On Line Student Services – Shawn Nittmann and maybe David will be attending this conference as well as some Northland Pioneer representatives.
- Adult Education – A good time to pass the baton to Student Affairs might be July 1, 2005. David feels that there will probably be an on-going collaboration between Student Affairs and Academic Affairs.

Page/Lake Powell Campus – Lloyd Hammonds

- A new math instructor has been hired. She is currently in a teaching position in Alaska. She is

from Yugoslavia and was a world class athlete when she left her country. Her husband is currently training for the U.S. Olympic Team. A lot of involvement went into this search process and the feedback was very positive. Her name is Mirjana Glisovic.

- Will be searching for a science instructor next.
- Positive feedback was received from members of the Page Economic Council and also the City Manager on Dr. Jordan's recent visit.
- Results of the Student Opinion Survey are in. Noel-Levitz survey was used instead of ACT. Lloyd will be getting together with Heather Tilson to discuss the results. Noel-Levitz gives a little different perspective than ACT and was used as a pilot at the Page campus. The number one strength was, "The quality of instruction I received in my classes was excellent."
- Area of concern: Having problems with the phone system at the Page campus. Some phone calls are not getting through. Mark and Jana are working on the problem.

SBDC/Extended Learning – Mike Lainoff

- Two representatives from PLATO Learning will be visiting on May 24. Have invited key faculty, people from Page who use PLATO, and some members of the Big Honking Group to explore the possibility of using PLATO as a turn key intervention for some of the learning assistance solutions we're seeking with the new Title III project. Will be looking at their web platform and products within PLATO portfolio and we will be provided a 30 day testing period. Will not be present at PAC work session on the 24th because of the PLATO involvement.
- Currently two search processes are progressing: one is in-house and has two candidates, the other one, phone interviews are taking place starting tomorrow with eight finalists for the SBDC Director position.

Business/Administrative Services – Jami Bradley

- ACCT communication sent out regarding \$248 million in grants for workforce training. Mike explained that they are partnership grants from the Department of Labor and has a fairly aggressive timetable and we would need to seek at least two viable partners to apply for these funds. Partners would be service providers such as the Career Center.
- The IT staff and some of Jami's staff are off campus today at a team building function.
- Moving ahead with the year-end purchases. Some savings were realized from funding for consulting and training fees that were not expended, so this savings allowed Tony and Jeff to move ahead with their help desk software purchase.
- Facilities – The bid for the roofing project at 4th Street campus came in at \$92,000 (budgeted \$100,000). Work will also be taking place on the CNA program area in Page and the 4th Street campus asphalt work
- Security – Paul Wilkins has been recruited to speak at ACRAO (Association of College Registrars and Admissions Officers) on his Prevention of Workforce Violence. David Minger added that Paul's program has also caught the attention of senior student affairs officers throughout Arizona, and he will most likely be invited to give presentations to these groups.
- Bill Yazel is working with Mark Easton on many of the summer construction/improvement projects. The lease for the YMCA has been completed and they have moved in recently. Bill has been reviewing the library IGA. Have done three satisfaction surveys this past semester in the areas of IT, Facilities and Purchasing. Will be doing surveys in Accounting, Budget and Human Resources this next semester.
- Accounting and Budget – Year-end work is already in progress. Cindy has been assisting with the Memorandum of Understanding for NPC and Pat is working on the budget. It needs to be sent to the newspaper this next week.
- Meeting this week on the Human Resources Director search. It closes Friday, May 20.
- The Employee Opinion Survey should be received in the next week.

- Dawn Armfield is no longer employed by CCC. Her position is being transitioned to the IT Department. Tony is in the process of getting temporary staffing.

Office of the President - Dr. Tom Jordan

- The state budget is not signed yet, but we got our growth money and no deductions in the base. The baccalaureate bill did not make it, but we will have a study committee and maybe a task force. The legislature is adjourned and hopefully the governor will sign the budget.
- Dr. Jordan has hired a Director of Marketing and Public Relations – conducted an internal search - one applicant who met the criteria – accepted the position – she is Ms. Bonnie Stevens.
- Contract Interim President (through ACCT) of Yavapai, Mike Murphy, recently contacted Dr. Jordan. He is interest in exploring some grant partnership opportunities with us. The idea is to look at programs that we might have difficulty launching due to high cost. The partnership would be between Yavapai, CCC and Northland Pioneer. He specifically mentioned programs in the allied health fields. There might not be a tremendous need for graduates in these areas, but collectively as a region, the three colleges might have interests. Examples would be: Respiratory Tech, Radiology Tech, Nuclear Tech, and Biogenetic Tech. He did not mention the Workforce Development grant. Dr. Jordan thought it was the Litigate Grant. There is money for startup as long as you have a partnership or consortium. Hoping to learn more.
- Joan is working on a summer office hours and vacation list.
- Adult Basic Education presentation is to take place in June for the County Board of Supervisors. Need to know the exact date. Dr. Jordan asked Kitty to orchestrate the presentation and identify the team, keeping in mind that several PAC members will be on vacation in June. It would be good to share the business plan with the Board of Supervisors.
- Herb Klaus and Jeff Jones are working on contracts for 2005/2006 FY.
- **Dr. Jordan thinks this next year will be very interesting due to the culmination of a lot of hard work by the Blue Ribbon Committee which will create some evolution of other things to happen. Lloyd asked Dr. Jordan to define, “to accept the recommendations.” Dr. Jordan said it means, “Yes, I am adopting the recommendations and am expecting something different to happen than has happened in the past.” Lloyd thinks this would be received well.**

There needs to be a presentation, an acceptance of the presentation, a roll-out and then a massaging (massage for a period of one year). It takes PAC and makes it into a PAC plus – basically expanding the representation beyond the executive and administration – it includes representatives from the classified area, from the faculty area and from the students. The Quality Improvement Council looks at it and makes recommendations on how well this whole process works continuously. This council will give feedback as we progress and has a direct link to the president. This is a way to get expedient change to happen.

This is a response to the Employee Opinion Survey concerns with governance issues and decision making.

This has been an evolutionary process with participation and input that is rather unique.

Adjournment: 11:27 a.m.