

Division of Student Affairs

December 16, 2008

1:00-2:30 p.m.

KSC 208

Attendees: Norma Chandler, Ken Clarke, Shirley Green, Bill Hart, Ellen Hedlund, Rosemary Hooper, Corey Loucy, Cecile Babich Morrow, Carol Myers, Stella Napoles, Jim Rubin, Esther Schon, Greg Silcox, Rick Sheets

Announcements:

- Introduction of Bill Hart as the new Interim Associate Dean of Student Services
- Richard Morales is the new Interim Director of Student Life as of January 5, 2009
- Thank you to Corey for raising \$1666.66 for Adopt-a-Family during “No Shave November”

Online Student Services Video – Presentation, Cranston Forte

- A series of short videos are being created to guide students through processes they may need upon entering the door for the first time at PVCC
- Examples include how to get information, advising process, orientation, counseling, cashiering, etc.
- Students may not read “how to” information, but will be able to access various clips to view the processes
- Cranston has spoken with most departments involved to gather their input and will begin shooting the clips in January
- These videos are being presented with the assumption that students are already interested in PVCC and are on our website

Diversity Initiative Update – Presentation, Norma and Ken (handout)

- Activities that only focus on diversity awareness are not enough
- It is necessary to develop and implement a *systemic* program that addresses diversity/inclusion
- Diversity/Inclusion focuses on the idea that every “individual, learning style, personality type, scholar and athlete, liberal and conservative” is necessary to make an *effective team*. Diversity is what builds a great team
- Some initiatives that are suggested are:
 - ✓ to continue to bring diversity /inclusion (D/I) programming like the MOSAIC series to PVCC and encouraging all staff to attend
 - ✓ including D/I programming during EOLT week
 - ✓ providing D/I programming for students
 - ✓ looking for ways to fund these initiatives and bringing speakers
 - ✓ updating D/I website and making sure all information is correct
 - ✓ maintaining D/I calendar of events
 - ✓ being thoughtful of including D/I events and efforts in everything we do (News from the Front/What’s On My Mind)
- Would like to start diversity/inclusion committee and all are invited to join – recruitment will be in January
- Funding is currently unavailable, but may become available with some creativity

How will we work together? – Presentation, Greg and Stella (handout)

- Group activity to collect the characteristics of an effective team
- Rate our Division on effectiveness in those areas which *the division* determined are important: The average scores below are based on a scale of 1-5. One is *Not So Well* and five is *Very Well*.

Shared vision – 3.3

Trust – 2.75

Embracing diversity – 3.3

Honesty – 3.55

Open and ongoing communication – 2.8

Shared decision making – 2.7

Support for each other (collegial) – 3.1

Know/utilize talent – 2.8

Shared resources - 2

Have fun and celebrate success – 3.3

Leaders/followers → clarity of roles - 3

- Future – possible one stop help desk for Fiscal, Financial Aid, and A&R. Front line staff can be cross trained to field questions regarding each department
- Combining resources to share temps
- Quote – “Coming together is a beginning. Keeping together is progress. Working together is success.”

Strategies adopted by BDST for Budget Reductions (handout)

- Ultimate goal is to attempt to avoid layoffs
- Transparency will be key
- Possible 10 month year for some board approved employees if interested
- College needs to focus on efficient enrollment growth and student persistence – goal is 6% or 600 new students
- Some conversation about core programs and their impact on students/college.

Group Budget Reduction Suggestions:

- Use flash drives for syllabi/class information instead of printing copies for each student; BlackBoard requirements or we could provide web space that is password protected for each class/student
- Four 10's in summer
- Cut Summer II entirely – will only be effective if entire district participates
- Close offices at 6:00 pm instead of 7:00 pm
- Start from bottom – *all* departments should re-evaluate budgets and make necessary reductions
- A system must be implemented to define/measure the value of what each department does

Next Meeting: Tuesday, January 27 from 1:00-2:30 in KSC 212