



# ACCREDITATION EVIDENCE

**Title:** Western Leadership Council (WLC) Meeting Minutes: *Mission Statement vote, page 2*

**Evidence Type:**

**Date:** 11 December 2018

**WAN:** 22-0006

**Classification:** Minutes

**PII:** No

**Redacted:** No



## Western Wyoming Community College

### Meeting Minutes Template

**Team Name:** Western Leadership Council

**Date and Time:** December 11, 2018, 8:30am

**List of Members** (check off those in attendance):

NAME	POSITION	IN ATTENDANCE
Karla Leach*	President	X
Joy Adams*	Director of Human Resources	X
Dustin Conover*	Interim Dean of Students	X
Linda Day*	Director of GRC/Community Education	X
Kim Farley*	Vice President for Student Learning	X
Bill Formanek*	Director of Workforce Development	X
Kimberly Greene	Paraprofessional Alliance Chair	X
Philip Parnell*	Vice President for Student Services	
Christine Maddy	Senate Vice-Chair	X
Mark Rembacz*	Director of Planning, Improvement & Innovation	
Derek Robinson*	Director of Information Technology	
David Tate*	Director of Community Development	X
Maria Wilkey	Paraprofessional Alliance Co-Chair	
Cliff Wittstruck*	Dean of Academics	X
Kandy Frink*	Recorder (non-voting)	X

\* = permanent member

Visitors or Guests	
Randy Goff	

**Topic:** Presidential & VP Updates

Notes: Dr. Leach reminded members of the lunch on December 18 and the retreat on January 25. Dr. Leach said that she will be providing all members with a copy of a book called 'The Trust Edge: How Top Leaders Gain Faster Results, Deeper Relationships and a Stronger Bottom Line' and asked that everyone read the book before the retreat. Dr. Leach said the book was featured at a recent AFIT conference. Dr. Leach also said the retreat will include an orientation for new members, and everyone will complete a new Strengths Finder assessment. Dr. Leach asked members to bring a laptop to the retreat. Dr. Leach also said that the remaining chapters in 'The Best Place to Work' will be discussed during the retreat.

Dr. Leach reported that she and Michael Brady will attend the Joint Appropriations Committee meeting on December 13 and 14 in Cheyenne. Dr. Leach said they will present WWCC's budget requests including the request for funding for our piping and electrical projects. Dr. Leach said that 30-40% of the

legislators are new so she must start from scratch with those legislators. Dr. Leach said that Kim will be the acting President for Thursday and Friday.

Joy reminded members of the meeting this afternoon to discuss new and expanded positions.

Kim reported that a survey was sent out to faculty members concerning the 2020-21 Academic Calendar. Kim said that 66 full-time faculty members responded. Kim went over some of the data received through the survey on how many faculty members give final exams and the timing of those exams. Kim said the data is being reviewed to consider potential modifications to the schedule. Any modification would be procedural and would not affect the structure of the overall calendar, so the calendar will still be presented to the Board for approval on December 13. Cliff said if faculty members are not using the dedicated final exam period, then those courses may be meeting even less than originally thought. Kim said that faculty members have been receiving reminders about the deadline for grade submission.

Dustin reported that the Student Services retreat was successful, saying that Mr. Trent White was their guest speaker and he conducted some team building exercises with the group.

Decision: None

Vote: None

<b>Topic:</b> Mission Statement Vote
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Notes: Linda said the third proposed Mission Statement received the highest number of votes. Linda said 91 votes were received from employees and 143 were received from students. Joy added that 10% of our degree seeking students responded to the survey and they liked the word 'grit' and the phrase 'next generation of visionaries' in the statement. Members discussed the timing of implementing the new Mission Statement and how it may impact both our main accreditation and possibly program-specific accreditation. Dr. Leach said the new statement would need to be implemented before the viewbook and other student publications are printed.

Decision: Kimberly made a motion to approve the Mission Statement "***Western is an innovative public college aimed at empowering, educating, and improving our students, employees, community and environment. Our focus is to inspire the next generation of visionaries by using Wyoming grit and individual development in a diverse array of learning and flexible services. Western is where passion meets purpose.***" The motion was seconded by Dustin.

Vote: The motion was approved by vote.

<b>Topic:</b> Paraprofessional Alliance Update
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Notes: Kimberly reported that the Para Alliance raised \$641.63 from the recent pie sale fundraiser. Kimberly said the funds will be donated to the Para Pantry which brings the total funding available for the Para Pantry to over \$1,700. Kimberly said the project will provide bags of food for 60 students. Kimberly said the bags will be packed on the 18<sup>th</sup> and delivered on the 19<sup>th</sup>. Kimberly also reported that the Para Alliance had six pies leftover from the sale and those will be cooked and slices of pie will be

handed out free of charge at the pendulum on December 20. Kimberly said one of the pies was given to the GRC so that they may also have pie on the 20<sup>th</sup>. Kimberly reported the Para Alliance will begin meeting twice each month in the Spring semester. Kimberly said guest speakers will be invited to one meeting each month. Kimberly said an ugly sweater contest will be held on Thursday and the Para Alliance will be providing prizes for the winners. Kimberly reported that the EDR is working on the Winter Party and In-Service planning. Kimberly said she believes the date for the Winter Party will be March 1<sup>st</sup>. Dr. Leach said that UW will be holding a mock trial on campus on the evening of March 1<sup>st</sup>, and the date also conflicts with wrestling nationals. Joy said that she would alert the EDR committee to the conflict with the proposed Winter Party date of March 1.

Decision: None.

Vote: None.

<b>Topic: Senate Update</b>
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Notes: Randy Goff presented the Senate Update on behalf of Mark. Randy reported that Senate received three AIRF's recently, reminding WLC members that submission of an Agenda Item Request form is required before a topic will be added to the Senate meeting agenda. Randy said the first AIRF concerned someone from a Dean level or higher asking someone to run for a specific Senate position. Randy said that while Senior Administration can encourage faculty and professionals to participate in Senate in general, they should not be asking people to run for specific positions. Randy said the second AIRF concerns the Dean of Students position and PSB formation. Randy said Senate will need data on the effectiveness of the position before submitting names for a PSB. Dr. Leach said a survey will be conducted in January. Dr. Leach said that while the data will be provided, the Senate can provide recommendations but will not be making the decision on whether the position is continued or not. Randy said the third AIRF asked for clarification on past WLC meeting notes regarding the change from a division structure to a 'school of' structure and the use of program facilitators. Dr. Leach said a meeting was held last week and the potential structure changes are still being discussed. Dr. Leach said that more information will be available in 2019.

Decision: None.

Vote: None.

<b>Topic: Spring In-Service</b>
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Notes: Joy said that the EDR committee is working on Spring 2019 In-Service. Joy said PI&I sent out a survey asking for potential session topics which received numerous requests for specific topics. Joy said the draft of the proposed sessions was sent to all presenters and a meeting will be held later this week to continue the planning. Joy said that the most requested topics were Financial Aid, the Center for Innovation in Teaching & Learning, the website, FERPA training, ADA training, Business Office procedures, Information Technology and Advising.

Decision: None.

Vote: None.

**Parking Lot Items** (Monitoring and Informational)

- None