

District Managers' Meeting Minutes
September 21, 2011
M-137 and Pavilion, Verde Valley Campus
10:00 a.m. - 2:00 p.m.

In Attendance: Stacey Hilton, Karen Carlisle, Duane Ransom, Jane Hersh, Ustadza Ely, Ike Whisenand, Scott Farnsworth, Dan Hamilton, Chris Whitbeck, Alexandra Helm, Chris Abbate, William Earles, Lisa Griest, Phyllis Lewellen, Rose Hurley, Tom Hughes, Terri Eckel, Michael Davis, Andy Barnhart, Mikey Byrnes, Tom Schumacher, Julie Garver, Frank D'Angelo, Barbie Duncan, Sheila Jarrell, Robb Ferguson, Claire Clark, Bruce Hustedt, Brad Clifford, Jeff Rose, George Cuthbertson, Sheri Kinney, Jill Fitzgerald, Mike Kervin, Russ Roberts, Rue, Billie Norris, Greg Gillespie, Clint Ewell, Tom Aldridge, Steve Walker, Ginger Johnson, Debby Orlando, James Perey, Tania Sheldahl, Sandy Garber, Sarah Castro, Trisha Travis, Dean Holbrook, Tricia Berlowe, David Laurence, Dennis Garvey, Penny Wills, Marilyn Yetter, Denise Mueller

Welcome and Introductions of New Managers - Dr. Penny Wills

1. Several reasons to meet with others in similar positions:
 - a. Support system
 - b. Learn from others - motivate
 - c. Share frustrations & get understanding

Objective today: Continue to build a strong network of people in your job.

Introductions of new employees or people with new responsibilities:

1. Dr. Penny Wills, President of Yavapai College
2. Claire Clark, new Facilities Manager from California. She will be working on our capital projects.
3. Brad Clifford, has new responsibilities. Brad has been here since 1987 first as a student, a coach, and now as facilities coordinator for Physical Ed and Athletic Department.
4. Billie Norris, has new administrative responsibilities.
5. Dan Hamilton, new Director of Aviation.

President's Agenda/Vision:

Data on enrollment looks good and sees opportunity for an improved focus on retention and completion. Is it a matter of intent or is it just the nature because of their own personal challenges; the outside environment.

The best gift we can give our students is confidence. How can we do a better job?
How can our campus community work together and help students be successful?

Group Activity One:

Each table/group was asked come up with 3 actions our college could implement to help students be more successful.

Suggestions:

Address under-prepared academically

Adjunct faculty support

Baseline preparation

Career Counseling

Cash incentive for completion

Clear course expectations/course descriptions - online syllabi

College skills course - required?

Completion initiative

Creative tuition

Customer service - improved & consistent

Early alert system

Faculty advising

Full online degree

Goal setting

Identify students close to degree (Degree Works) - contact them w/resource list

Inviting physical space

Investigate and understand the cost of losing a student vs. new resources

Investigate scholarship opportunities/job placement

Integrated mandatory orientation for all new students

Mandatory orientation

Mentoring

- SLC with larger role?

- For full first year

- Identify student life issues

 - Have resource list available to help with those

More inviting physical spaces for students

Opportunities for student engagement/involvement

Refocus of purpose for staff & faculty

(changes i.e. Administration, Budget - "Survival Mode")

Resources - how to access

Student focused purpose, move past reorganization

Support areas that spend time with "non-students" "non-academic"

- SIC - Student Involvement Center

Support system

- Focus on developmental education

- Build skills

 - Campus life skills

 - Life skills

 - Time management

 - Financial literacy

- Build confidence

**Retention and Completion Improvement Goals - Dr. Penny Wills, Dr. Greg Gillespie
Fall Enrollment Update and Strategic Enrollment Management - Dr. Greg
Gillespie, Tom Hughes**

Retention and graduation rates - Clint Ewell - (See Clint Ewell's attached PowerPoint presentation) Retention and Graduation rates continue to be the standard by which colleges are measured by.

District Student Services - Sandy Garber

- One of the things they're doing is focusing on service excellence. Noel Levitz online - 100 people will go through customer service training. This group was chosen because they know education. The slogan for customer service is *Aiming Higher*. They will be reviewing and assessing the online services, working with IT and others regarding applications for students.
- Focus Groups - There are 10 possible students working through the application process with recommendations forthcoming.
- Our new admissions counselor, Cornelia Markof a YC graduate, has great perspective and a graphics art background.

Projects on the horizon for academic advising:

- Online orientation for students - We have been working on it for 6 months & will go live in about 6 months.
- May be able to use Movi & Skype for advising services in the future.

Financial Aid

- First disbursement for fall 2011 - 8/29 2,560,000 vs. last year 8/13 2,845,000. Book voucher system went very well.
- \$350,000 to 1341 students through voucher system at the bookstore.
- Verde - Trisha is using tutors on the go.
- Learning Center at Prescott - Teaching skeleton for biology tutors, chemistry kits.
- Disability Resource - new website on line - forms can be filled out and submitted online.
- New system - judicial affairs - advocate system - if you see a student in trouble it can activate a note - tracking system.
- Testing - extended hours for online testing.

- TRIO - 3 programs (i.e. Veterans Upward Bound etc.) are all federal grant funded - extended services to students.
- ID manager has worked with library.
- District student services - Tania Sheldahl with Verde and Prescott - allows opportunity to work in a district system team.
- Barbie Duncan - working with Noel Levitz.

Financial Update - Duane Ransom

There is a glimmer of sunlight coming through from the past eight months. State may close out with \$29M & increased tax revenue. Please see attached PowerPoint Presentation - YC Financial Update.

Improved Information (Cubes/Dashboards) - George Cuthbertson

Dashboard information - A Cube is like a pivot table way to show high level analytical data in reporting.

They are working on a tool implemented to work in conjunction with COGNOS.

Security built in - called enterprise data.

September 30, COGNOS training.

Campus Master Plan and Facility Condition - David Laurence

Please see attached PP presentation.

Soliciting/Accepting Material Gifts - Steve Walker

- Bringing in cash gifts to support college scholarships
- 7.2M for the college
- Material gifts welcomed - i.e. chandeliers in the performance hall, pieces of real estate, exotic hardwood, materials and supplies for art department and cars for auto program

The process for potential gifts:

- @Dean's level - non-cash donation form filled out - who and what - restrict ourselves with real estate - i.e. home/land will do an environmental I survey - gas tanks - make sure it's something the college wants
- i.e. 166 guns to gunsmithing program
- Greg, Clint sign off
- Steve signs off
- Foundation writes a thank-you letter but we do not appraise any gifts - that is up to the donor

Walk to the Pavilion Area for lunch

Pavilion Grand Opening Celebration and Cookout

Strategic Plan Update - Clint Ewell and Dr. Greg Gillespie

Please see attached PowerPoint presentation.

Will send out e-mail of the 28 strategic initiatives to everyone next week with assignments

Group Activity Two:

What will be the 3 most-noticeable differences at YC, once we accomplish this Strategic Plan?

Cohesive culture

Continuous Quality Improvement (CQI)

Create an atmosphere of civility, collaboration, and service

Decrease cost of FTSE

Double endowments

Economic development

 Viticulture

 Aviation

 Health

 Pre-engineering

High Quality Programs

Improve efficiency measures

Increase job placement

Independent of state funding

Increase online support

Online degree

Students set better goals

Student intent - counseling

What new accomplishment/practice will YC know for through implementation of the Strategic Plan?

Completion/Retention/Engage

Community Hub - Performance Hall, Pavilion, Sedona

Critical player in economic development

Effectiveness/efficient - completers

Empowered college community

Fiscal stewards

High student/ee satisfaction

Image

Increased community support & awareness

Increased retention

Increased completion

Innovative programs

Parking garage on Verde and Prescott

Quality of programs

Regionally - high performing grads
Rent Tim's Toyota for graduation
Students Achieve Goals
Job
Transfers
Degree

Faculty Senate is also preparing a response.

Closing Comments/Questions/Discussion/Wrap-Up

Participant likes:

- Table exercises
- Meeting people
- Meeting at the Verde
- Food
- Short informative sessions
- Smaller group to network with
- To connect with people face to face

Participant dislikes or recommendations:

- The screens
- Different people at different tables
- Sessions to get more in-depth and more interactive
- Skill development
- Questions in advance
- Follow up task force from this group

Dr. Wills:

- Yavapai College has a sense of college & community.
- There will be no stopping us; we can accomplish what we set out to do.
- Find your voice - I'm valued - I am a part of Yavapai College.
- Continue to believe you can do and it will rub off on our students - all ties into retention.
- What are you doing for yourself to learn?

If you have not already attended an Open Forum please join us:
Open Forum Regarding HLC Site Visit, October 10-11, 2011