

IEC Leadership Committee

Tuesday, May 9, 2017

10:30 AM – 12:30 PM

C-221 conference room

Meeting Notes

Attendance: Sonya Valentine, Krista Goguen, Myriam Altounji, Tito Altamirano, Crystal Kollross , David Colley

Called to order at 10:47 am

- I. Public Comment - none
- II. Announcements - none
- III. Minutes approved for 4/25/17 meeting and the 4/4/2017 meetings
- IV. Information Items
 - a. Update on Divisions and Units reviews
 - David all of the Divisions and Unit TaskStream shells are complete and active with the updated Components/outcomes and measures aligned with the annually update. Provided college-wide and division data sets loaded into data sets and supporting material.
 - David is working on a handbook for unit reviews
 - Emails sent to all of the managers that need to complete reviews
 - Have Foundation do a unit review - send Bobbi an email
 - b. Upcoming Campus Labs presentation - Friday May 12, 2017
 - David has been meeting with Campus Labs to define the process
 - David is trying to coordinate with Melissa from TaskStream to do a demonstration this term June 2.
- V. Old items
 - a. Team Leader Check-in.
 - Sonya has been working on the Psychology PR with Zoe
 - Tito is working on replacing the managers that have resigned or left the college.
 - Kimberly Shediak - Business - joining the IEC in the fall. Faculty member.
 - Still need 4 more faculty representatives - English, Non Credit, PAC, and VAMS
 - Sonya asked that Crystal add a subject line to meeting emails on calendar requests
 - b. Reconciliations
 - Crystal and Krista will work on Reconciliations for Fiscal Services and Business Services
- Vi. New Items – None

VII. Agenda for May 12

1. Campus Labs presentation - Michael Wiseman
2. Update Division/Unit reviews - crystal
3. Business Services Reconciliation presentation - Krista

Meeting adjourned at 11:43 am