

Continuous Improvement Committee

Meeting Minutes

10/29/2007

I. Meeting called to order at 3:05 p.m

II. All members were present

Bill Clark (chair), Tom Andes, Cathy Cooper, Nan Whitsel, Lorrie Graham, Russ Pugh

III. Agenda and prior meeting minutes approved

IV. Open issues

- a) **Review charge**-this committee should not be redundant to any other. Its purpose is to assist other units in process analysis and help them make improvements when requested. Its primary purpose is neither to identify these things that need improvement, nor is it to be any kind of enforcer.
- b) **Call for processes**-this committee would be well within its charge if it were to remind all other units of its function and make a call for processes to examine.
- c) **Facilities Request/Usage Form**-this committee has already received a request from Facilities and Planning for the review of the Facilities Request/Usage Form. We will begin with this.
- d) **Guests**-In the future, the committee will make a point to invite the stakeholders concerned who requested the review.

V. New business

- a) Bill Clark attended a meeting for all committee chairs last week that helped clarify our role as a committee.
- b) We are going to advertise to others what we are charged to do. All-
college email: Cathy C.
Common Currency: Tom A.
College Meeting: Bill C.
- c) Facilities Request/Usage Form-Russ discussed the problems his department is experiencing. Russ budgets 10% for job set-up and is performing closer to 50% on event set-ups. Russ has experience with the "charge back" system from main campus and he would prefer not using that method here. More of a notice than an event permission form. Reviewed by Rick Yoder, Russ Pugh, Cher Deeds, Scott Kerr and Tami Lowe. There is more than one version of the form floating around campus. Having a year-long calendar of tentative events in summer might be an option. We are going to test to see how long it takes the form to be routed (Bill Clark to route form). Nan brought up that our role would be to propose hiring a facilitator for process training. Next meeting is to invite Rick, Cher, Scott and Tami (Cathy Cooper to set up meeting). Bring current form and collect old forms (Russ and Lorrie).

VI. Meeting adjourned at 4pm.

VII. Next meeting-November 26, Monday 3-4:00pm in F-103.

Minutes submitted by: Cathy Cooper