

Open Dialogue Discussion  
June 6, 2018  
2:30-3:30pm  
CSS-217

The purpose of the meeting is to continue the tradition of an annual open dialogue session to provide an opportunity for the college community to talk about anything. It is a way for ISPC to hear about other items, notes from this meeting are reviewed at the first ISPC meeting for the fall.

- Request for the first meeting of ISPC to address the prioritization process, get the rules/process spelled out early on. Allocate enough time to get it done.
- Councils overall dissatisfied with the process, come together as a group to discuss and determine what the process looks like. Look at models that shift from operational to strategic. Make sure we are getting resources to the right place to effect strategic change.
- If plans or ideas are not strategic, we need to be able to say no. (i.e. Does it fit our goals? If it does not should we do it?) Are we using time and resources effectively, even if we are receiving money to do so, what is the return? Does it improve student success, and how does it help the institution?
- I think the whole system is broken, we need to change the way we make our decisions, look strategically. We need better guidelines to follow and a better way to allocate those resources.
- Our current strategic plan does not talk about prioritization, how well do we evaluate our processes? Councils can do it, this is part of their questions, and ISPC should be a part of that discussion. Ask the question; did our prioritization process affect someone negatively?
- I agree, we do this in some cases already. There were two grants vetted and we decided not to go forward since they would be more of distraction. This process is happening, we have discussed more criteria and focus on mission-aligned guidelines for the grants committee vetting.
- The Presidents memo talks about planning and resource allocation process.
- ISPC to talk about professional development and leading from the middle group. Faculty, staff, and student coordinated efforts, consistent way to approve travel, opportunities etc. Build in with an annual budget, process, and procedures.
- We want allocations and our resources to move us in a direction. See where we are trying to go and the expertise needed to get there.

- We need something similar with skills development. An example is District IT needed a SharePoint administrator; they had to go outside to hire that person. How do we keep the skills of workforce current?
- Have we done a needs assessment on what type of skills our workforce needs?
- This has done here and there, how many people would like to have training for skills increase? How many are using excel, and would be more efficient in what we are doing. We used to have workshops when Jefferson was here.
- One 50 minute training is offered, every so often, needs to be more consistently offered.
- Feels alone in trying to figure out how to fill out forms.
- Professional development driven by the gaps in data, data needs to be somewhere. We do not see the gaps presently, PT vs. FT, drill down to individual levels, this is one way we can connect it to drive student success through professional development.
- Training needs here will not show up in gaps.
- Training calendar out of Business Services, Galaxy, purchasing, training and how often that happens, including certification of technology staff. Worthy of committee's time to have it reported there and provide opportunity for feedback.
- Functionality that happens with classified that can be mitigated through information sharing about the departments. No meaningful training since Jefferson left. Cannot look to the District for training.
- Trainings are one thing; it is the follow-up for those of us who are teaching, sometimes there is a need to call someone who can assist with helping to get into the program.
- Lynda.com has training on general programs and is a great resource.
- We are great place to work and not that great for onboarding as a new employee. Across the board, the logistics, computers, phones, etc. are department contingent, and then there is the welcome, tour, resources, which are supervisor dependent. How do we welcome our new family members?
- Staff member did not have technology for the first 8 weeks; why is it not completed when they start?
- First Fridays for faculty, should have shell of whatever it is, a binder, checklist for the two weeks before they arrive. Another informative part is sitting and listening to people describe the process for the idea of a course through to enrollment. How many times it comes down to a single person with all of the power. Institutionally we need to look at our process, where we go on vacation for a couple of weeks, with back-ups etc. so business continues as usual.

- Document where those issues are, roll them up and present to the district.
- Someone needs to own onboarding.
- This can be presented to the District for their strategic plan.
- Have made workarounds based on the fact that we do not have access to certain programs.
- Managers and staff, first Fridays no matter when you start, here is 12 Fridays of trainings.
- Asked about remaining lights for the library? New group coming, 15-20K is on the list, we have had other projects to fund. Will speak with Javier (Jim). Would like to see this be a priority. LED lights have helped cool the library down as well. Have been on the list for a long time.
- What are we doing with CSS-217? Plan to repurpose slightly, remove the dais and remove fixed seating; there is a question of funding. The idea is to make it a multipurpose space.
- Need a place like the art gallery, need to stop using it as an event space.
- Email from staff asking about positions coming through if it was in the prioritization. Need to communicate the positions going to the Board better for information purposes.
- Keep an active list of positions being hired.
- Staffing plan will be discussed in the fall, need to be clear about grant positions and plans to institutionalize.
- Colleen will be presenting an overview in the fall on categorical funding including our resources that are funded by grants.
- Suggested summarizing and presenting to the Board.
- Be sure that our funding as presented in any case shows the numbers that are grants.
- ISPC as a sounding board and help to refine the message to the District, and Board.
- This area of discussion is not sexy, so it is never at the top of the list. If someone can say, at this point, this position needs to be institutionalized and that will be put to the top of the list no matter what.
- Stop moving grants stuff to the side; make it a priority and an institutional discussion facilitated by ISPC.
- Prioritization process brought more awareness to the needs of various areas. There is a lot of rich discussion in the three councils that is not transferred to other areas. Maybe the discussion should not be at the council level, it could be at ISPC or open forums.

- There was a lot of great discussion out of the reorganization so that we have a more comprehensive discussion.
- Can we rename the buildings? This is part of the wayfinding. We are not that far yet but it is a suggestion coming from the committee to change the names of the buildings. This will come through the process, facilities master plan, is there a BP on naming? Yes, there is a BP and naming process.
- Who is responsible if you are the last class in the CACT building, what is the responsibility for locking it? Faculty have been asked to lock the front door, they are contacted at the beginning of each semester.
- Why are the shelves so empty in the cafeteria all of the time? There does not seem to be enough product available.
- Classes on Friday are scheduled well into the afternoon. We need to reconsider the hours of operation for the Corral, Library, and A&R. Looking for funding to extend library hours and A&R has extended hours during the weekdays.

Adjourned: 3:34pm