

## **Steering Committee**

### Meeting Minutes

**12/7/2012 Board Room**

**9:30 a.m.**

*Present:* Anita Frederick, Sandi Larocque, Andy Johnson, Miles Pfahl, Tracy Azure, Kellie Hall, Larry Henry, Sheila Trottier, Chad Davis, Les Lafountain, Kylie Keplin (9:50)

*Absent:* Scott Hanson, Carmelita Lamb, Wanda Laducer, Angel Gladue

**Next meeting: January 25, 2013 All College Day- Auditorium**

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### **Formatting Document**

- Anita to give samples of reports with new criterion so there is an understanding on the document should look.
- Citations need to be cited correctly in the document, do this as your committees move along to make for less work in the future.
- Suggestion for live links to be placed in document. Also, all evidence should be all electronic.

### **Website/Public Marketing**

- Student's right to know should be on the website.
- There should be a requirement of all programs to put the mission statement on their information.
- Keya should be used to our benefit, suggestion for someone to go on the radio to speak about the college and the mission of the college.
- TMCC's main weak spot is marketing, something should be done to make the public more aware of the college's mission

### **Committee Reports**

- Committees are to meet on a need basis
- Criterion 1- Nothing to report at this time.
- Criterion 2-Concerns on how far back in dates do they need to go for the report, Anita answered with a full ten years but depends on the document some may need to go back further to acquire the history of the matter at hand. Another concern was the organizing the board meeting minutes; the suggestion for Judy Belgarde to go through the minutes because she is the previous secretary. There are two different versions of the student's rights and responsibilities-Anita suggested to use both.
- Criterion 3- Almost completed gathering evidence, once all evidence is gathered the completion of the second draft will be underway.
- Criterion 4- Receiving additional material from committee members this way everything can be integrated into what we already have. Main issue is to get people into the meetings.
- Criterion 5- Still working with committee members to receive all information. Still have questions and recommends Anita or Larry to come into their meeting to have these questions answered. After questions are answered, a report can be given.

**Attendance/Jenzabar**

- All attendance sheets must be sent to Kylie immediately after every meeting. Kylie will in turn send the attendance sheets to Kellie.
- Use attendance sheets that were given out, all secretaries have these, if they do not request one from Kylie, next committee meetings will be January 11, 2013.
- All information must be placed on Jenzabar for other committees to view.

**New Business**

- Kellie would like to see everyone go to Chicago April 5-9, including Dr. Davis.
- Larry needs to make reservations for 18 rooms.
- People need to see what type of resources they have for travel, see what kind of funds you could use to travel to the conference.
- Someone needs to be at the pre-conference, possibly stagger people that are going so someone is at every meeting.

**Adjourned- 10:40 A.M.**