

**INSTRUCTIONAL AND STUDENT SUCCESS SERVICES ADMINISTRATORS  
MEETING MINUTES  
OCTOBER 24, 2018**

**Present: D. Bertch, D. Coates, L. Cosby, G. Fredericks, C. Gibson, D. Lindsley, B. Reynolds,  
B. Taraskiewicz, M. Walters**

**Absent: P. Eagan, S. Gardner, T. Haman, P. Henning, D. Miller, L. Thomas**

1. Call to Order – This meeting was called to order at 8:00 a.m.
2. Meeting Minutes of October 10, 2018 - The meeting minutes of October 10, 2018 were approved as distributed.
3. Information Sharing/Updates
  - 3.1 Cabinet – D. Bertch provided a brief overview from the morning Cabinet meeting. Minutes from the meeting will be distributed once approved.
  - 3.2 G2C - B. Reynolds updated the group on the status of G2C on ECO 202. Prerequisites have adjusted with next steps to include embedded tutors in winter 2019.
  - 3.3 IDEA Replacement Committee – D. Coates reported on committee discussions, upcoming meetings and next steps. More to come.
4. Business
  - 4.1 Winter 2019 Faculty Commencement Speaker – D. Bertch updated the group on the status of the winter 2019 faculty commencement speaker asking B. Reynolds to follow-up with Liberal Arts faculty and report back.
  - 4.2 Service Learning – Postponed.
  - 4.3 Marshall Plan Grant – Postponed.
  - 4.4 2019/2020 Budget Planning
    - 4.4.1 D. Bertch distributed for review the Institutional Planning/Budget Development form. An overview of the document was provided. Please note...2019/2020 capital budgets are due November 9, 2018 instead of October 31, 2018.
    - 4.4.2 Personnel – Position Justification Form – D. Bertch distributed for review the Position Justification Form. An overview of the document and proposed process was provided.
  - 4.5 Winter Seminar Days – G. Fredericks reported on meetings and schedule changes noting the committee meets in November to finalize the schedule.
  - 4.6 Transition Planning Discussion – D. Bertch updated the group on discussions with Dr. Washington.
5. Other
  - G. Fredericks reported on the Zombie-a-thon, Fall 2018 Education Fest scheduled on October 26, 2018.
  - M. Walters provided a personnel update.
  - L. Cosby reported on Employment Services panel cards.
  - D. Bertch brought forward a recommendation to begin thinking about weekend programs of study. D. Bertch also provided a personnel update.
6. Reality Checks
  - Emergency Preparedness – With the increase number of new employees an Emergency Preparedness inservice is needed.
  - Advising appointments are booked out to November 9<sup>th</sup> (AWH) and November 23<sup>rd</sup> (TTC).
7. Kudos! – None presented.

8. Wrap-up/Next Steps/Agenda Items
  - 8.1 Service Learning – L. Cosby
  - 8.2 Winter 2019/Faculty Commencement Speaker – B. Reynolds
  - 8.3 Marshall Plan Grant – S. Gardner
  - 8.4 G2C MATH 116 – P. Eagan
9. Next Meeting: November 7, 2018 at 8:00 a.m. in room 4380
10. Adjourn – The meeting was adjourned at 8:54 a.m.

Future Agenda Items:

- Universal Design – D. Bertch
- Student Attendance Verification Roster – P. Eagan
- Retention Strategies Follow-up – B. Taraskiewicz
- Orientations – L. Cosby
- Adjunct Faculty Classroom Observations – D. Bertch