

Lansing Community College

Academic Senate

MINUTES

1/23/2015

Senator Attendees: Allen James, Argersinger Marvin, Azima Alex, Bauman Marcy, Boeve Matt, Bryant Ed, Conner Christine, Davis Willie, DeMartino Darrell, Edwards Rob, Eure-Harris Curlada, Fall Matthew, French Ann, Garayta Cheryl, Goth-Owens Judy, Griffin Catherine, Grossbauer Tammy, Hammond Greg, Janowick Jeff, Johnson Leslie, Kamai-Arambula Melissa, King Terrence, Liebold Jon, Luke Jim, MacFadden Peter, Periard Tim, Pogoncheff Elaine, Putman, Terrill, Reyes Anita, Sakkinen Kelly, Sawyer Suzanne, Storie Cindy, Swain James, Thomas Ed, Werner Joe, Wilkerson-Johnson Veronica

Senators Absent: Bubb Kevin, Deketelaere Vicki, Dunham Matthew, Holt Dan, Erramuzpe Pamela, Leventhal Judy, Prystowsky Richard, Shaffer Kathy

Call to Order: The meeting was called to order at 9:38am by President Alex Azima.

Roll Call: Brittney Villarreal called the roll. A quorum was present.

Approval of Minutes: President Azima asked if there were any additions/corrections/deletions to the minutes of the January 9, 2015 meeting. The minutes were approved, with one attendance correction, Rob Edwards did not attend the January 9th meeting.

Public Comments (also permitted during the meeting with the approval of the Senate)

Paul Jurczak presented a sheet on the Great Colleges to Work For program, and asked that the Senate consider this free option to helping LCC become a better working environment.

President's Report: President Azima announced that Dan Holt and Richard Prystowsky were absent from the meeting due to a conference AAC&U. The meeting then moved to discussion items.

Provost's Report: There was no Provost's report.

Discussion Items:

- a. Continued discussion of Operation 100%: There was not a discussion about Operation 100%.
- b. Inventorying and defining the processes used at the college, clarifying those processes and finding ways to make those processes more efficient and effective.
 - a. President Azima asked Senator Matt Fall to discuss the topic of identifying processes used at the college and methods the college is going to use to improve current processes. He presented a two prong approach, "how to fit daily work into the system."
 - i. First review, what is it we are doing every day and what is causing the most pain?
 - ii. There needs to be meetings with different divisions, departments and other areas to document the processes such as: the steps involved from the time a high school student becomes interested in going to LCC, to when they actually attend LCC. Similarly the steps involved in someone wanting to work for LCC from applying to becoming an employee.
 - b. Senator Jim Luke followed up Senator Matt Fall's presentation by saying that it is all about how we do our work. Most people feel that we need to change the culture and the atmosphere in which we work. To be able to change the atmosphere, we need to look at the details: What are the processes? What do we monitor? What do we do well? Senator Jim Luke went on to say that when processes are not well-defined, it often means things get unnecessarily formal and bureaucratic. It is tough to improve things that are not defined. It gets to the

point that people become the process and not the organization, which leads to dysfunction.

- c. Senator Matt Fall then presented a chart to be used for documenting processes and some of the categories that will be needed to document each process, including the time it takes to execute each process. These charts can help determine where more focus and resources are needed.
- d. Senators Janowick, Pogoncheff, King, Swain, and Storie offered further clarifications.
- e. Many people commented on how the process should be documented, what should be documented and the right approach to take so that people are less likely to become defensive.
- f. President Azima made a clarification that only the Board of Trustees makes policies. The review and documentation is for the processes and procedures used to implement the Board policies.

The Standing Committees met at 10:25am to further discuss the above.

Possible Future Agenda Items: Continued discussion and follow up on documenting and improving processes.

Adjournment: The Senate adjourned at 11:04am for a group Senate photo, after which the Senate dispersed.