

Council on College Planning (COCP)  
Administrator's Retreat  
**Thursday, June 16, 2016**  
Cafeteria Meeting Room – Athens Campus  
**Minutes**

**In Attendance:**

Allen, Algia  
Bennett, Kristen  
Dotts, Janene  
Elmore, Wendy

Graem, David  
Hilliard, Colette  
Hurley, Sam  
King, Jerry  
Kinzer, Jay

McElroy, Katie  
Reid, Helen  
Rummel, Tina  
Watson, Jeffrey

**Absent:**

David McAnally, Gayla Roberts, and Jean McSpadden

- Jerry started the meeting at 8:30 AM by welcoming the committee.
- Tina asked the committee to review and accept the minutes from the COCP meeting held Friday, April 29, 2016. Collette accepted, Kristen seconded. All in favor, none opposed.
- Tina introduced the first presenters who shared their assigned chapter group work from "The Leadership Challenge" by James Kouzes and Barry Posner.
- Group C – Jeff, Sam & Colette presented Chapter 7 – Experiment and Take Risks, pp.185-211.
  - Colette and Jeff explained that the little things matter. Little wins create positive thinking. Learn from experiences and be an active learner. There are no failures because everything contributes to ongoing success.
  - Sam presented a PowerPoint on the implementation of the ITV System at TDCJ and how it involved experimenting and taking risks.
- Group B – Algia, Jay, and Wendy presented Chapter 5 – Enlist Others, pp. 127-153.
  - Wendy, Jay and Algia explained how good leaders never stop so in order to be an effective leader we have to learn how to enlist others. Effective leaders require passion and a vision. Take pride in being unique and align your own dreams with those around you. Use symbolic language. Don't give up. Practice positive communication.
  - 15 Most Powerful Words for Leaders:
    - I am proud of you!
    - What do you think?
    - Will you please?
    - Thank you!
    - Name (Use individual's name)
- Group A – Helen, Kristen, David Graem and Jerry presented Chapter 3 – Set the Example, pp. 71-97.
  - Helen, Kristen, David Graem and Jerry explained how leaders are always watched by others so the examples they lead by are important. Invest your time wisely. Languages used and questions you ask are ways that can shape perceptions of what you value. Feedback is

- required so that a leader is aware of how they are doing. People who are under your leadership affects other's perception of you also.
- Group D – Wendy and Tina conducted discussions regarding committee assignments, departmental updates and planning ahead.
    - Proposal suggested and the committee agreed to combine the following existing HR committees and develop one committee:
      - Employee Welfare
      - Faculty/Staff Benefits
      - Insurance & Retirement Plans
    - Janene shared HR legal Q&A's, new software to help streamline HR processes and paperwork, new training software and policy updates regarding personnel topics.
    - Housing of committee minutes were discussed and the committee agreed that the SPEA office will now house and manage all committee minutes.
    - A meeting was suggested for committee chairs and co-chairs to meet every year to conduct a review of each committee and provide updates and revisions as needed to the SPEA office, possibly during Spring Learning Day each year.
    - An agreement was reached by the committee for a "Secretary" to be appointed for each committee to be responsible for recording minutes and sending them to the SPEA office.
    - Proposal suggested and the committee agreed to retire the following Student Services committees. The reason being that staff has been hired to handle committee responsibilities on a daily basis therefore the committee is no longer needed:
      - Athletic
      - Financial Aid Oversight
      - College Prep/Career Day
    - Proposal suggested and the committee agreed to retire the Student Services committee of Behavioral Intervention Team and implement the new committee named Safety, Health and Security committee.
    - Proposal suggested and the committee agreed to implement a new Student Services committee that will be named TVCC Drug and Alcohol Abuse Prevention Program (DAAPP) Committee. This committee will be responsible for overseeing the Drug and Alcohol Prevention Program and will review the requirements and goals of the Drug-free Schools and Campuses Regulations, collect campus information to evaluate the program, review publications, and produce the Biennial Review, including recommendations for future action.
    - Proposal suggested and the committee agreed to combine the following existing Institutional Advancement and Outreach committees and develop one committee that will be named Advancement Committee:
      - Alumni Relations
      - Marketing Team
    - Proposal suggested and the committee agreed to implement a new Institutional Research committee that will be named Survey Evaluation

Committee with Chris Daley and Chief Stewart Newby serving as co-chairs. The purpose of the Survey Evaluation Committee is to help ensure that the surveys administered meet SACSCOC requirements. This committee will also review surveys to prevent unnecessary overlap and maintain consistency.

- The committee questioned if the Survey Evaluation Committee will evaluate the results of the surveys and provide recommendations to the appropriate departments based on the evaluated results. The committee agreed that the role of the Survey Evaluation Committee is to compile the institution's surveys to ensure quality, consistency, and relevancy of each administered survey and prevent redundancy of any information between surveys. The role of the committee is NOT to evaluate the results. The results will be sent to the President Pro Tem for disbursement to the appropriate department heads.
- Proposal suggested and the committee agreed to involve faculty and staff committees to revise and update items such as the college mission statement, strategic plan, etc.
- Proposal suggested and the committee agreed to revise and revive the existing Building and Grounds Advisory committee.
- Committees still needing to be reviewed:
  - Technology
  - Academic Review Board
  - ADA Compliance
  - Diversity
  - Financial Aid/Scholarship Appeals
  - Food Services
  - Freshman Orientation
  - Graduation
  - Affirmative Action/Equal Employment Opportunity Advisory
  - Bookstore Advisory
  - Staff Council
  - Distance Education (last meeting was April, 2014)
  - Dual Credit (not included in the current committees list)
  - Faculty Awards
  - Learning Resources
  - Phi Theta Kappa (review submitted but committee didn't address)

- Committee Review Summary

Keep	Revise	Retire	Review Needed
Discipline	Building and Grounds Advisory	Athletic	Technology
Judicial Council	Employee Welfare, Faculty/Staff Benefits & Insurance and Retirement Plans (combine into 1)	Behavioral Intervention Team	Academic Review Board
Safety, Health, and Security		College Prep/Career Day	ADA Compliance
Scholarship Awards		Financial Aid Oversight	Diversity
TVCC Drug and Alcohol Abuse Prevention Program (DAAPP)		Phi Theta Kappa	Financial Aid/Scholarship Appeals
Academic Appeals		Alumni Relations	Food Services
COCOP		Marketing Team	Freshman Orientation
Curriculum & Instruction			Graduation
Distance Education			Affirmative Action/Equal Employment Opportunity Advisory
Evaluation (faculty)			Staff Council
Faculty Retreat Planning			Dual Credit
General Education			Faculty Awards
Honors Council			Learning Resources
QEP Action			
QEP Curriculum			
Staff Development			
Strategic Planning			
Advancement			

- Meeting was adjourned at noon.