

CAPE ADVISORY BOARD MEETING
Friday, May 4, 2007
Cheyenne Campus, Room 2227
8:30 am – 10:15 am

Meeting called by: Anneli Adams, Executive Director
Meeting

Type of Meeting: Board

Attendance

Members present: Anneli Adams, Terry Norris, Dale Warby, Korin Valles, Jack Sawyer, Brenda Talley, Hyla Winters, Darren Divine, Michael Judge, Tom Rosenberger, Dale Warby and John Mueller

Absent: Debbie Tanner, Mike Richards, Rand Key, Vartouhi Asherian

Others present: Linda Chapman

Welcome and Introductions

Anneli Adams called the meeting to order at 8:30 a.m., she introduced Korin Valles to the board members as the replacement for Brian Steen as a representative of the Classified Council.

Report on March Meeting

Although there was a CAPE Advisory Board held on March 30, 2007, there was never a quorum, so official minutes were not taken. Dr. Adams asked for a brief summary of that meeting from those present. Hyla Winters expressed her perspective of the meeting was that CCSN has lost site of CAPE's role at the college – that of professional development. She said she thought the Board needed to redefine their role based on the new vision and mission statements in conjunction with the availability of resources.

At the March meeting, Linda Chapman advised those present that Brian Steen had resigned as Administrative Assistant, leaving CAPE again with just two people to handle:

- Program development and administration
- Travel
- Purchasing
- Registration
- Teaching of multiple sessions each month
- Recruiting others within and outside CCSN to teach workshops
- All communications with faculty and staff
- Preparation and publishing of CAPE's calendar of events (workshops, etc)
- Assessment
- Convocation planning, call for proposals, scheduling all training sessions, designing, printing and mailing brochure to all full- and part-time instructors and staff
- Awards and Honors calls for nominations and review of same: including Regents' Awards, Regents' Academy, Nevada-California International Consortium Faculty Representative, President's Employee of the Year, and the President's Award for Excellence
- Department Chair Institute

- Nevada Community Colleges Conference organization, planning and implementation in their host year (last) including accepting of all registrations and payments, program development, call for proposals
- Reporting

Brenda Talley suggested at the March meeting that CAPE needs more support and a heightened awareness of the Administration if we are going to be able to grow the program and serve the needs of this huge organization. She suggested a retreat with all top administrators including deans and department chairs and directors to explore how we can align the necessary resources with the vision and mission statements.

Jack Sawyer said he thinks CAPE needs an assessment component in order to know whether CAPE is meeting the needs of the population it serves. Anneli told him we do have an assessment tool we are currently using, but it could use refinement. It was also mentioned that the resources are not necessarily aligned with the need.

Setting of Date for Next Meeting

It was generally agreed with the new Meeting Maker feature of MS Outlook that setting the next meeting would be much easier than in the past, and would be set in September following the start of classes.

Review of CAPE Planning Document: Set the Course for the Next Academic Year

Anneli briefly described the CAPE Planning Notes she established in January, 2007, giving an update on the CAPE classrooms stating that we currently have one at Charleston & Cheyenne for which we are grateful, the need to purchase database software for training & registration tracking and reporting. She told the Board that with the able assistance of Michael Judge and Christiana Houck in the Academic Computing Department, we have evaluated several computer applications and have made recommendations for purchase. It was also discussed that we may be able to “borrow” a working program from one of our sister colleges who currently have programs working at their sites until we know whether there will be funding for the purchase of one of our own. Linda agreed to inquire at TMCC and UNR. (A copy of the Planning Notes is attached for review by the Board members.)

There were several inquiries about the technology plan update and whether there may be funding available through that. Anneli advised the Board that the Technology Plan is in draft form and that she hasn't yet seen it.

Brenda Talley expressed the dire need for a database management system and professional development plans in any recommendation from the Board to the Administration. She also mentioned that staff members who support CAPE by conducting workshops on a regular basis need to have incentives, perhaps in the form of release time, or comp time for dedicating their time and effort.

Hyla suggested that CAPE seek grant funding for the computer program. She said she is aware of a Perkins grant available for faculty development. Anneli assured her that she and Norma Bucelato would look into it.

Anneli told the Board that Debbie Tanner is currently conducting Customer Service and Sexual Harassment Prevention training for CAPE and she hopes to have her certified to conduct the NEATS training traditionally provided by the State Department of Personnel in the areas of mandatory supervisory training sometime in the next academic year.

John Mueller stated that he is planning to develop some in-house training in those areas.

Michael Judge told the Board that OTS is planning to hire a trainer who could be included in this training.

There was some discussion of specific training on-request from different divisions customized for their specific needs. Anneli said we have done some of that type of training and will do as much as we can with the resources available.

Tom Rosenberger told the Board that CCSN is accredited by two different agencies, both of which **require** professional development plans. He said he believes specific tracks could be developed chiefly by the department chairs or directors as they are in the best position to know the needs of their employees.

Dale Warby verified that Tom has been a pioneer in this area, pushing the Council of Chairs to require more in the area of professional for all of their people. Tom said that although a few were reluctant, the majority supports his initiative. Some expressed the need for buy-in from the Administration to achieve compliance. Tom described his insistence that his people attend at least three classes and has been very pleased with their willingness to comply. He said he has had a few complaints about boring sessions, but by and large the feedback was positive.

Anneli agreed to send her recommendations for professional development plans to the Board members (it is attached for your review).

Dale emphasized that it would be great to have the administration behind us, he believes change can be effected at the lower levels with a commitment and directives from the department chairs and directors.

Hyla Winters said she thought "Goal 7: Implement CAPE's training tracks with ongoing programs" as stated in the Planning Notes was the essence of the Board's priorities.

Korin Valles added that supervisor's support for training across the spectrum is the only way the administrative support staff will get involved at an acceptable level.

Brenda asked if the Board could mandate 2 days per year for training of classified personnel. Anneli told her that CAPE doesn't set policy. Jack Sawyer suggested that the Board might be able to use the accreditation documents for the validation of the need for professional development.

Anneli advised the Board of the need for a revised mission and vision statement to include the Distance Education (soon to be the Department of e-Learning) and International Development.

Brenda asked if there is an organization chart available. Anneli said it is in the works. So far as the International Development component, Anneli said that it will include a student and faculty exchange abroad programs in the infrastructure, but that it is not currently in the budget.

Hyla stated the missing component here is that of the Workforce and Economic Development Department. She stressed that we need their input.

Michael Judge added that it would be great if professional development could be handled under one "large umbrella" with a "one-stop" approach. He asked if there is a formal advisory board for Distance Education. Linda agreed to ask Terry Norris if such an entity exists.

Brenda Talley made a motion to have the Board prepare a report with their recommendations for CAPE to all of the Vice Presidents so that they are fully informed of the action of the Board.

Jack Sawyer seconded the motion.

THE MOTION CARRIED unanimously.

Fall Calendar

Anneli advised the Board that she met with Shah Ardalan, CIO, and expressed her desire to have a comprehensive fall calendar to hand out to all Convocation attendees outlining the training for the entire semester. He agreed that it was a good idea and would work with her to accomplish the same.

On that note, Michael Judge advised Anneli that OTS would be providing the Entourage training (the equivalent of MS Outlook) for MAC users on May 22 and May 24 with one session in the morning and one in the afternoon at the Charleston campus in the MAC Lab, Room C-113 if the lab is available.

CAPE Annual Report

Anneli advised the Board that she will prepare an annual report at the end of June to apprise the Board and the Administration of the progress of CAPE including the number of sessions offered and number of people trained, etc.

New Business

None.

Adjournment

The meeting was adjourned at 10:15 a.m.