

Exempt Staff Meeting Notes  
November 4, 2008

Financial Aid Office Closure

Ms. Hibbs announced the Financial Aid Office will be closed on November 19<sup>th</sup> in order for staff to attend training on new software.

CIS

Dr. Brewster reported CIS has been disbanded and reorganized under the State Board. CIS is still housed in their current location.

Re-Hosting

The re-hosting project has been discontinued but there is still a need to update the FMS and SMS system. There is a possibility of going with a re-hosting system similar to the one disbanded, but outsource the system to other organizations.

On-Line Courses and Schedules

Mr. Reisman reported that the majority of on-line classes are offered through Blackboard. WAOL is implementing a new e-learning platform Winter Quarter named Angel. Some students will be taking on-line courses in this new product and also taking classes in Blackboard. It could lead to confusion for some students. In the Winter Schedule these classes are identified as follows:

- W = WAOL probably offered in Angel
- H = Hybrid offered in Angel or Blackboard
- H5 = Offered through other formats

If a class is identified as H5, the student should meet with their instructor to learn which product is being utilized. Blackboard will be replaced with Angel as of June 30, 2009. Orientation for students and faculty will be available on-line. There is information for students available in the Learning Center.

Eluminate Software

Dr. Brewster reported webinar software is available for all employees. It allows people to participate in meetings via computers. It consists of speaking, document sharing, typing messages onto the screen, video, etc. The president's group is utilizing this format for their November meeting. Using this technology will result in substantial savings in travel, hotel, meals, etc. Training is available.

Enrollment

Ms. DeVerse reported enrollment is ahead of last year by 169 FTE. We are currently at 1569. We still need 129 to make our target of 1698. It was noted that the State Board is predicting we will be at 104% of our FTE goal for the remainder of the year.

Fall Gala

Mr. Horton reminded the group that the annual Fall Art Gala will be Friday, November 7<sup>th</sup> from 6 – 9 p.m. in the Library.

### Safety/Security

Mr. Simone reported that over the last few months there has been an increase in thefts on campus. Thefts include scrap metal and fuel. A fenced area to house college vehicles will be constructed where the 600 building was. Employees using college vehicles can park their care there as well.

A safety orientation for all new employees is being developed.

### Fall Gala

Mr. Horton announced the annual art show featuring community artists will hold its opening event Friday, November 7th from 6 – 9 p.m. in the Library. Refreshments will be served.

### Budget Update

Mr. Foster reported our target reduction is \$277,000. To date, \$283,000 in cuts have been identified. The next revenue forecast will be November 19<sup>th</sup>. It is very likely there will be additional cuts. If that is the case, employees will be asked for input on how to address the issue. It was noted that cuts do not apply to grant or capital funds.

### CLARUS

Dr. Brewster said there is discussion regarding how the college responds to the CLARUS recommendations. The Project Management Team met to discuss the CLARUS recommendations. Strategies will be developed to respond to the recommendations. The strategies will be incorporated into the strategic planning process. That process will begin after the first of the year. The Strategic Planning Committee will be appointed. There will be opportunities for input from all employees.

### Student Focus Conference

Ms. Ratcliff reported attendance was down at the recent Student Focus Conference and asked for input to improve participation. Suggestions included:

- Find ways to make students more aware of the offerings.
- Get faculty to buy into the premise that attendance will help their students be more successful.
- Ask Division Chairs for input.
- Offer conference on an alternative learning day.
- Have flyers at various offices – financial aid, business office.