

MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES
OF THE MONROE COUNTY COMMUNITY COLLEGE DISTRICT

Room Z-259
La-Z-Boy Center
3:45 p.m., January 22, 2018

Present: William T. Bruck, James E. DeVries, Lynette M. Dowler, Marjorie A. Kreps, Aaron Mason, and Mary Kay Thayer

Not Present: Steven Hill

Also Present: Janel Boss, Kojo Quartey, Judy VanDaele, Joe Verkennes, Suzanne Wetzel, and Penny Dorcey (recording secretary)

CALL TO ORDER

1. Chair Dowler called the meeting to order at 3:55 p.m.
2. Joe Verkennes, Director of Marketing and Communications, explained that in the spring of 2017, Dr. Quartey asked him to chair a Strategic Plan Taskforce to review the College's mission, vision, and values. In late spring 2017, the taskforce was formed with administrators, faculty, and support staff. The group met and outlined their goals. The basic underlying foundation for mission and vision are the core values. These are the principals and standards that are at the very center of our character, from which we will not budge or stray. These are very stable and change slowly over long periods of time. They form the basis for our organization's belief about life, ourselves and those around us, and the human potentials of ourselves and others. The fact that these values are so central to what's important to us and our organization makes it more important to talk about them first as a basis for establishing a sound mission and vision.
3. Working definitions of Mission and Vision
A mission statement deals with questions like why are we here, why do we exist, why do we get up every day and do what we do, what do we get paid for, what function does the organization perform and for whom and how. The mission statement is a broad statement of organizational scope, purposes, and operation that distinguishes MCCC from others.

A vision statement is what or how you would like things to be. A picture of the future we are working to create. What we want MCCC to become. Without a vision of where we are going, how can we get there and how will we know when we have arrived? Without a vision, we could continue hiking various trails through our organizational life, only to discover that we may have arrive someplace we don't want to be.

To date, Mr. Verkennes and his task force have held four, three-hour compression planning sessions; one each with faculty, administrators, staff, and students. The Board session is tonight and the final session with community members is scheduled for January 24.

The next step is for the task force to meet and make recommendations for changes to the current mission, vision, and values based on the information gathered at the compression planning sessions. Those recommendations will then go to the three Councils (Administrators, Faculty and Staff), and get input and approval to send to the President for his approval to send to the Board for adoption by the end of the current semester. Once approved, the team will begin to develop the Strategic Plan.

The new mission, vision, values will form the basis for the new Strategic Plan, on which the new core strategic issues will be developed. Strategic issues are the heart of any solid strategic planning process. They are the fundamental policy questions or challenges affecting an organization's mandates, mission, values, product, service level, clients, users, cost, financing, organization, or management.

4. Background on Higher Learning Commission Requirements

One of the challenges of today's community college is the temptation to be all things to all people. Mission documents can be used to delimitate functions of the college to assist in electing from many possible strategies.

Hence, the reason the Higher Learning Commission requires the following:

- "The mission statement is developed through a process suited to the nature and culture of the institution and is adopted by the governing board."
- "The institution engages in systematic and integrated planning."
- "The institution allocates its resources in alignment with its mission and priorities."
- "The planning process encompasses the institution as a whole and considers the perspectives of internal and external constituent groups."

The community in which the community college resides can place many demands on the institution. Mission documents can serve as a bellwether assisting the college in making difficult choices among which current needs to serve. The role of mission documents is to focus the work of the college. When funding is flat or declining, such as in today's economic climate, colleges are forced to be selective when allocating resources.

5. The overall purpose of today's session
 - To inform the basis of the values, mission and vision statements by the end of the winter, 2018 Semester
6. The purpose of this session
 - To get valued input from the Board of Trustees to inform MCCC's core values, mission and vision
 - To identify five words that best describe MCCC
 - To identify five words that best describe what MCCC should be in the future.
7. Non-purpose of this session:
 - To write the vision, mission and value statements,
 - To dwell in the past
 - To act as advocates for our special interests
 - To write slogans
8. Judy VanDaele, former MCCC employee in the office of Intuitional Advancement, will facilitate the session with the help of Janel Boss, Randy Daniels, Suzanne Wetzel and Grace Yackee. 3:48 p.m.

The goal of today is to work on the mission, vision and value, focusing the work of MCCC. Mrs. VanDaele worked with Mr. Verkennes to develop the session. She will help manage the process, watch the timing flow and energy, help the group stay focused and on task, and ensure open participation.

Jerry McNellis developed the compression planning system. The system compresses the amount of time for planning. There are two parts to the session, explore and focus.

In the explore part of the session, participants will be asked to generate, provoke, explore and entertain. In the focus part of the session participants will be asked to judge, select, categorize and apply logic.

9. Session Guidelines
 - Suspend judgement
 - Be a little creative
 - Make decisions at a later time
 - No speeches
 - Be fully present (no checking cell phones or emails)
 - Churn kernels to rich ideas
10. The green cards on the boards are the headers for the explore part of the session. Mrs. VanDaele will read a header and then ask participants to offer their ideas. There are five headers in the explore section.
 - Why does MCCC exists?
 - What makes MCCC unique?
 - For whom do we exist? Why?
 - What are the principles from which MCCC should not budge?
 - Why did you choose to serve on MCCC's Board of Trustees?
11. As part of the focus session, participants were instructed to place 3 stars under each header/category on the most important ideas on the board (dotting). After the break, the most

important ideas of the session will be moved over under the red header cards (focusing the ideas).
Guidelines include:

- Challenge ideas against the purpose of the session
- Focus on important factors
- Narrow down ideas to a manageable few (can merge ideas to create strength)
- Gold star the most important ideas

12. Mrs. VanDaele called a short break at 4:40 p.m. for dinner.

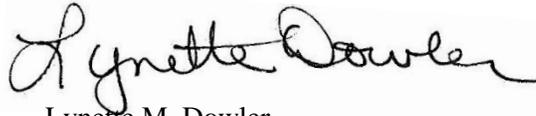
13. The meeting resumed at 5:10 p.m., and participants completed the focus part of the session.

14. The red cards on the Boards are the headers for the focus part of the session. There are two headers in the focus section. Participants will be asked to challenge ideas and narrow down ideas to a manageable few by selecting the most important ones.

- What five words best define MCCC?
- What five words should define MCCC in the future?

15. The group completed the compression planning session and the meeting adjourned at 5:43 p.m.

Respectfully submitted,



Lynette M. Dowler
Chair



Aaron N. Mason
Secretary

pd/

The Board of Trustees approved these minutes at the February 26, 2018 regular meeting.