

Stewardship Coordinating Council
November 7, 2007
Minutes

Members Present: Ana Maria Rodriguez, Anne Thaddeus, Beatrice Newman, Bruce Reed, Cathy Vale, Cynthia Brown, Dora Saavedra, Edwin LeMaster, Jaime Curts, Jane LeMaster, Juan C. Gonzalez, Lisa Prieto, Faraon Torres, Rebekah Hamilton for Dahlia Guerra, Karla Barragan, Kim Finn, Michael Uhrbrock, Penny Simpson, Rajiv Nambiar, Richard Costello, S.J. Sethi, Sandra Tijerina, Sonia Del Angel, Susan Griffith, Thomas Grabowski, Wendy Lawrence-Fowler, Yolanda Lopez, Velinda Reyes for Yvette Padilla.

Members Absent: Arturo Ramos, Beverly Jones, Gary Montgomery, John Villarreal, Al Borrego, Debby Grant, Hector Ochoa, Karen Chandler. Leota Hull, LuAnn Gernentz, Paul Sale, Peter Cortez, Teofilo Ozuna, Van Reidhead

The Stewardship Coordinating Council met on November 7, 2007, at 3:05 p.m., in the ITT International Room.

I. Stewardship Coordinating Council Teams
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Dr. Jane LeMaster called the meeting to order. She told the members to breakout in their teams to discuss their team charge.

Team I

Team 1 members present: Beatrice Newman, Michael Uhrbrock, Sandra Tijerina, Lisa Prieto and Team Leaders S.J. Sethi and Cathy Vale.

Cathy Vale reviewed the charge and agenda to the team. She provided a background of the Institutional Effectiveness process by walking the team through the ODP maps, action plans, and assessment reports.

Dr. S.J. Sethi talked about the stewardship process and asked the team members to review the stewardship process documents and provide feedback on improvements to be made on the documents.

Cathy Vale shared with the team the issues that OIRE has faced with the stewardship process.

Team II

Team 2 members present: Cynthia Brown, Ana Maria Rodriguez, Yolanda Lopez, J.C. Gonzalez, Rebecca Hamilton for Dahlia Guerra, Anne Thaddeus and Team Leaders: Susan Griffith and Jane LeMaster.

Team 2 reviewed a draft for a 2-year timeline for planning and assessment. Juan Gonzalez presented a revision of the draft which added the budgeting cycle information. After some discussion, Juan Gonzalez agreed to combine the suggestions and revise the draft for a review of all members prior to the next meeting on December 5th.

Team III

Team 3 members present: Karla Barragan, Sonia Del Angel, Bruce Reed, Thomas Grabowski, Rajiv Nambiar, Velinda Reyes for Yvette Padilla, Edwin LeMaster, Wendy Lawrence-Fowler, Kim Finn, Dora Saavedra, Richard Costello, Faraon Torres and Team Leaders: Jaime Curts and Dora Saavedra.

Dr. Curts asked each member of the committee to state his/her silo concerns. These concerns were then categorized in the following manner:

1. Lack of Awareness/Lack of Information Flow

- a. Need to identify what the “silo” issues are system-wide;
- b. Need to be aware of where the information flow needs improvement in terms of WHAT information and the TIMELINESS of the information.
- c. Need to be aware of what other units/divisions do in order to identify possible collaborative opportunities.
- d. Need an analysis of the institutions infrastructure?
 1. Does it need realignment? If yes, how?
 2. Does it need re-structuring? If yes, how?
 3. Does it need streamlining? If yes, where?

2. Acknowledgment (e.g., by Administration) of Problem Areas needs to occur.

It is refreshing when an administrator says: “Yes, we are aware of this problem, and we are working to resolve it.” It gives the internal publics hope that there will be an improvement of the processes that are causing concern.

Some specific examples:

- a) ORACLE may need to be scrapped.
- b) Problems with Visas for international faculty.
- c) Need to balance access and security issues.

3. The issues of Money/Scarce Resources/Budget Issues/Win-Lose Mentality about Resources need to be addressed. We need to establish cross division and cross disciplinary communication to promote cooperation in the allocation of scarce resources. How can we maximize the resources we have? Where do

grant monies go? How are these monies used by the institution? What are the barriers to using grant monies efficiently and effectively?

The growth in faculty has placed additional burdens on an already lean Business Affairs staff. We need to look at the big picture and assess “whose turn” it is to have resources allocated.

4. There needs to be a commitment to **Shared Responsibility to Serve Students, the Community and Each Other**. The Service Mentality is missing in many areas around campus. There is territoriality and competitiveness as well as “it is not my job” mentality.
 - a) Need to help each other out. EXAMPLE: Need to have “temps” or “floaters” who can help out when a secretary or clerk is out due to illness, etc. There could be several of these individuals who can help the department keep going while the employee is out.
 - b) There needs to be a sense of shared responsibility for equipment and building maintenance.
 - c) There needs to be effective training for all staff;
 - d) When needed, the entire campus should be aware that “marketing” programs and services is everyone’s responsibility.
 - e) There should be quicker ways to resolve problem issues, e.g., the need for students to utilize labs and the special software needed at ODD hours. What are possible solutions to this problem?
 - f) Need everyone to share the responsibility of being aware when staff, faculty or students are in stress situations that may become dangerous for the that person or for the campus.

5. There is a need to **Encourage Creative Solutions** via
 - a) Integration and Communication Between and Among Divisions, e.g., Academic Affairs and Business Affairs
ESS and Academic Affairs
Place Career Services in Academic Affairs or ESS
Place University Relations under President for better communication
Development Office and Academic Affairs
 - b) Promote more collaborative efforts to solve problems across Campus. Examples: Use the Knowledge & Expertise data Base to find key faculty to help with problems such as the programming problems that waste time for staff and faculty (i.e., the Oracle system, Banner, etc.) Ask our own staff what works and what doesn’t. What would make it better? Is it worth the time?
 - c) Encourage departments to reach out to one another. Ex. Health Sciences may need communication skills taught to its students. (Faraji example of interviewing skills for dietetics students, etc.)

d) Faculty need to be aware of research opportunities to study the impact of programs on students, etc. in Upward Bound, Talent Search, etc.

6. There is a need to **PILOT Solutions** instead of making quick decisions that may, on the surface, appear effective, but that may need a trial period to iron out the “wrinkles” in the system or that may need to be scrapped for an alternative that emerges during the trial period.

There being no further business, the meeting was adjourned at 4:30 p.m.

II. Next SCC Meeting

The next SCC meeting is scheduled for Wednesday, December 5, 2007, at the ITT International Room from 3-5pm. Teams will report on the status of their charges.