

Council for Community Building Meeting – January 24, 2006

1 of 3

In Attendance: Robert Baker, Roy Bond, Dru Bookout, Bilen Dimiru, Gary Duke, Jenni Gilmer, Bobbie Harrison, Bill Neal, Bao Nguyen, Don Partin, Pablo Pascal, Larry Polk, Simin Sadoughi, Greg Thomas, Mita Tripathi, Leslie Wendling, Susan Barkley

Topic	Discussion Highlights	Decision	Action/Date	Outcome
Community Building Activity "This Council Rocks" and Welcome to New Members	Bilen Dimiru (C.E./ Corporate Services), Gary Duke (Library) and Simin Sadoughi (Center for Teaching/Learning Connections) attended for the first time Bao Nguyen (Student Government) was reintroduced to council members who were not present in December		We will contact the following to see if they want to be on the Council for Community Building Sara Ramos Perez (Bill Neal) Steve Dupuis (Chuck Sheffield) Marsha Hines Parrish (Pablo Pascal) Zarina Blankenbaker for adjunct representation (Roy Bond)	
Wall of Honor Ceremony	<p>Jenni Gilmer has taken on the task of writing the essays for the Wall of Honor. She has found it rewarding both professionally and personally. It also provides her with information and material for other projects utilizes wall of honor stories for promotional efforts. Jenni made the following requests of the council.</p> <ul style="list-style-type: none"> • It is essential to have a confirmed phone number. • Nominations must be submitted electronically. • A public announcement of the new wall of honor inductees will not be made until the entire group has been selected. <p>The new date for the Wall of Honor is March 30, 2006.</p> <p>The ceremony will take place in the reception area of Crockett rather than in the lobby.</p>	<p>We will verify the contact information before the group assembles to choose the new wall of honor members. The nomination form will be updated to request electronic submissions only. We will maintain a pool of applicants. .Nominators are encouraged to update information</p> <p>We were reminded that the Baldrige ceremony might change that date.</p>	<p>Susan Barkley's staff will verify nominee contact information before the February 7th meeting.</p> <p>Honorees for the next Wall of Honor will be selected on February 7.</p> <p>Dru will send Leslie Wendling an updated nomination form</p> <p>Jenni will put an article and the nomination form in the Bridge.</p> <p>Jenni has the needed contact information for present Wall of Honoree nominees and will invite them to the March 20th ceremony.</p>	

Council on Community Building Mission Statement: to establish open lines of communication among all those who have a stake in the success of Richland College to develop ideas, strategies and measures to improve Richland's learning environment..

Topic	Discussion Highlights	Decision	Action/Date	Outcome
Student Computer Issues	<p>Don Partin and Greg Thomas attended at our request to address student computer issues.</p> <ul style="list-style-type: none"> • Accessing eCampus/Blackboard • Accessing eConnect • Setting up NetMail • Setting up Pay Per Print accounts • Opening attachments in their e-mail - Some Attachments won't open with our version of Internet Explorer. (Hotmail attachments must be opened in FireFox). • Attaching documents to an e-mail message to send assignments to instructors • Creating PowerPoint presentations and importing images • Printing Word documents, PowerPoint presentations, PDF's and other materials on publisher sites that instructors have put on Blackboard • Preference of students for their own email account, rather than the one set up for them at RLC • Using computers for personal reasons in the labs rather than for class work 	<p>Don Partin suggested that computer labs request installation of FireFox software when software requests are announced. Ecampus/ Econnect should be easy for students – it can be very frustrating. Push to use USB sticks to save files rather than floppy disks. Multiple log-ins prevent students from getting into other accounts. Advantages of Netmail - makes student resumes professional; serves as proof that a message has been sent: does not close out after 30 days; has accountability- proof that the message was sent; provides free email for students Many students have MS Works at home rather than Word and save their files as .WPS rather than a format which works with Word – a solution would be to have the Works to Word Converter installed on every machine. Pay for Print – Richland was a test site for the product, but due to lack of satisfaction we might pull the lease.</p>	<p>We need more student training – registration would be an optimal time. Dru suggested we attend the debriefing session for registration. There might be the possibility of hand outs with technology tips or training sessions going on at registration time while students are waiting.</p>	

Topic	Discussion Highlights	Decision	Action/Date	Outcome
Web Issues	Leslie Wendling met with us to discuss various issues <ul style="list-style-type: none"> • Updating the campus map to correct building labels • Updating our nomination form • Providing minutes of the CCB 	Minutes will be sent to Council for Community Building members 2-3 days after the meeting for approval. After approved the minutes will be forwarded to Leslie to post on the Website.	Minutes should be sent to 8WebTeam	
Future Dates and Meetings	Spring Wall of Honor Ceremony – March 30 Meetings for Spring 2006 February 7 March 21 April 18 All meetings will be at 2:00	We will invite John and Audra Barrett to the April 18 th meeting to discuss issues about Distance Learning.		