

**Minutes of Monthly KPI/QEP Review
(Data as of December 31, 2008)**

**(January 27, 2009)
(10:00 a.m.)**

Present: Zarina Blankenbaker, Pat Bollin, Ron Clark, Bill Dial, Kay Eggleston, Mary Frances Gibbons, Bao Huynh, Janet James, Carole Johnson, Steve Mittelstet, Fonda Vera, Tony Summers, Gloria Washington

Thunion Report

College Dashboard

The overall score was 9.5, no change from the previous score.

Strategic Planning Priorities

Identify and Meet Community Educational Needs – 9.3 (an increase of .1 from the previous score)
Enable All Students to Succeed – 9.7 (an increase of .1 from the previous score)
Enable All Employees to Succeed – 9.4 (the same as the previous score)
Ensure Institutional Effectiveness – 9.7 (a decrease of .1 from the previous score)

Areas of interest/concern are:

SPP #2 --2.1 and 2.2 Monitor and improve student success (and for historically under-served (Af-Am, Hisp) student groups) – Fall 2008 grades are in and these two KPIs are hitting the mark.

3.5.2 Days lost in the top six work-related injury categories per year compared to possible # of work days for the full-time work force – 61 days lost; The majority of lost days are attributable to one injury. New machinery bought as a result of this injury, eliminating the cause of the injury.

3.5.3 % of employees who lost vacation days two years in a row – Percent of employees losing days increased. Fonda made everyone aware that leave reports can now be viewed online. Kay asked that supervisors have discussions with staff early in the year. Change in HR policy reducing the number of people who need to take mandatory 5-day leave may affect performance of this measure. This measure speaks to our value of Wholeness – whole people best build whole communities.

4.2.2 Maintenance of standards for college facilities and grounds – The number comfort complaints increased greatly. Equipment failure/Operational loss of heat was a contributing factor but the number of complaints indicates other breakdowns in the process. Jerry Owens has flowchart to investigate comfort complaints and how to institute repairs. \$100 million in deferred maintenance projects for the District. Storefront door project (replacing exterior doors) will begin in February 2009.

End of Year Report

Fonda Vera is meeting with workgroups to discuss highlights and areas of interest. Ron Clark will set-up a meeting with his workgroup and co-ordinate with Bill Dial to incorporate the new supervisory training.

Pending Action Items

Item 11 – Extended tuition payment default rate – Ron Clark will follow-up with DSC to provide and update

Item 15 – Posting RLC 5-year SACs report on intranet – Mary Frances will work with Greg Thomas and the Leslie Wendling to convert the submitted report in pdf and post on the Office of Research and Planning for Institutional Effectiveness' website. RLC is still waiting on SAC's response.

PIIP Status Report

Canceled:

#61 – Assigning New Hires to Visions of Excellence

Completed:

#68 – New Employee CE Set-up

In Progress:

#65 – Pre-Screen Students Selected for Verification

#67 – QEP TOLI Participant Intake

#69 – Employee Internal Transfers

#70 – Employee E-mail Addresses

#72 – Telephone Stipend Implementation Process

QEP Updates

- Transition period for Weave 4.0 so QEP calendar is not being strictly adhered to
- Staff training and meetings with QAC are ongoing
- Karla Damron assisting training efforts with creation of two PowerPoint training modules
- Still transitioning to new QEP Team Leaders and assigning them privileges in Weave
- DO NOT use future tense in QEP submissions as this triggers a SACS recommendation

Calendar changes:

November 2008 Deans and Supervisors meet with QEP Leaders – moved to February 2009

February 2009 subsequently moves to March 31

QAC members tasked with follow-up with teams not showing progress. Mary Frances will send list of teams needing attention to VPs.

Sustainability

As Sustainability is a strong focus of the institution, David Henry is added to the monthly KPI report to bring an increased visibility to the Sustainability Report.

- Richland will participate in National Teach-In on Global Warming in February 2009
- RecycleMania underway
- GreenRichland website redesigned and RCHS initiating new student form
- Green Award – Final proposal will be sent to VPs for approval

- AASHE STARS pilot completed and will go live Fall 2009

David Henry will work on measures and targets to propose for inclusion to Targets and Measures to support AASHE STARS initiative.

Rocky Mountain Energy will visit RLC to examine what barriers exist to sustainability. Possibility of \$25, 000 - \$50,000 to support initiatives. Rocky Mountain has a grant for them to pay for visiting RLC. Also, up to \$300/person for 3-person team from RLC to attend workshop.

David will work on re-formatting Sustainability Report to show progress since previous meetings with better color-coded "*at a glance*" readability.

David will provide report of project activities for AASHE STARS for next year.