Minutes from Process Improvement Team Meeting—October 9, 2009
Greenhouse Conference Room

Present: Bruce Moses (Facilitator), Lenora Sotlar, Juanita Franklin, Ali McFadzen, Amy Robertson-Gann, Paul Kirkpatrick, Claudia Tonihka (Guest), Eric Vest (Guest), Satira Silva (Guest – SAAB member)

The following Action Items were reported on:

1. Amy announced that the OneNote notebook has been sent out to the group and is ready for use.
2. The sub-committee groups did not report due to small group in attendance. Members did relay that data is being gathered for consideration.

Eric Vest came to discuss the new pilot Orientation program that will be conducted the week of October 26 – 30, 2009. Eric's review included a breakdown of each day's scheduling. A great deal of discussion followed the presentation. Eric agreed to attend future meetings to keep group apprised of the event-preparation progress.

New Action Items:

1. **OneNote – all departments should make a page/folder for documents and procedures.**
2. **It was recommended that Lenora & Juanita go to the Learner Services Leadership meeting to update them on what the team is doing as we want to eliminate any duplicate efforts within the Division.**
3. **We need to address how to proceed when a team member leaves the College. This will be discussed in greater detail at a future meeting.**
4. **Ali has been working on uniform forms and will dump into OneNote for all to view.**
5. **It was recommended that Eric Vest's pilot program be presented to Expanded Cabinet.**

Submitted by Claudia Tonihka