

**DACC Accreditation Steering Committee  
Planning Meeting  
October 19, 2006**

**MINUTES**

**Steering Committee**

**Present:** Anna Chieffo, Susan Williams, Susan Wood, Dave Burleson, Molly Morris, Doug Layer, Kristina Gordon

**Absent:** Fred Lillibridge, Tim Chappell, Joyce Bradley, Rene Sierra, Kim Seifert, Martha McCaslin

**Administrative Liaisons**

**Present:** Sylvia Nickerson, John Walker

**Recorder:** Stephanie Haan-Amato

The meeting was called to order at 3:06 p.m.

**Approve Minutes**

The 21 September 2006 minutes were approved as presented.

**Co-Coordinator's Progress Report**

Anna Chieffo revisited the topic of the criteria forums, which were discussed at the 21 September 2006 steering committee meeting. She asked the subcommittee co-chairs to coordinate the forums through Stephanie Haan-Amato in the future in an attempt to avoid scheduling conflicts. This would enable more individuals to attend more of the forums. Dave Burleson suggested that it would be helpful to have all of the administrative liaisons at a steering committee meeting so that the co-chairs could ask them questions. Sylvia Nickerson said that she, as an administrative liaison, thinks it would be a good idea because she has institutional knowledge, and she would like to be useful. She added that it would be helpful to receive the questions and topics of interest in advance so that she could prepare and bring the appropriate supportive documents.

Anna Chieffo reported that NMSU is having an HLC Steering Committee meeting on 24 October 2006 during which DACC is to report on self-study progress. She asked who from the steering committee would be appropriate representatives from DACC to attend the meeting. The group decided that it would be helpful for Fred Lillibridge, Susan Williams, and Susan Wood to attend.

Anna Chieffo reported that she attended a statewide assessment meeting in Albuquerque on 16 October 2006, on behalf of DACC representative Susan Wood. She said the group is led by Carmen Santana-Melgoza from the Institutional Research Office at NMSU; plans for an NMHEAR presentation and poster session on assessment were initiated.

Anna Chieffo reminded everyone that the most recent draft of each criterion subcommittee's portion of the self-study is due by 31 October 2006. She asked that each of the subcommittees email their draft to Stephanie Haan-Amato. Susan Wood provided formatting advice. She suggested starting with the contents of their flash drives from the retreat held on 22 August 2006. She said that the initial draft could consist of statements with bullet points, but she reminded the co-chairs that the verbiage should be sufficient in order for her to understand the content when she edits the document. Molly Morris commented that the subcommittee drafts should have a concerns/gaps section. Susan Wood asked whether it would be helpful to post the drafts on the Electronic Clearinghouse. The group agreed that it would be useful to post them on the website. Anna Chieffo suggested posting the drafts to the website before the next steering committee meeting so that the co-chairs and administrative liaisons can review all of the drafts.

### **Presentation by Kelly Brooks, Manager, Business and Accounting Services**

Kelly Brooks provided organizational charts of the Finance and Business Offices, and she described the hierarchy of each office. She then opened the floor for questions.

Anna Chieffo asked about the sponsored students billing function of the Business Office. Kelly Brooks replied that the office is responsible for billing public schools for half of the tuition and book costs of Dual Credit students. She also said that the office bills companies that sponsor students. She reported that many organizations sponsor students, including hospitals, fire departments, the City of Las Cruces, and private companies. She then briefly explained student funding available through the Workforce Investment Act (WIA), which identifies individuals in need of training and provides books, supplies (scrubs, scissors, tools, etc.), and tuition. She said that criteria for receiving funds from WIA are based on financial need or job loss.

Dave Burleson asked how the strategic planning process is tied to funding. Kelly Brooks replied that she believes that strategic planning is becoming more and more tied to funding decisions. She said that she knew that the budget committee reviews a unit's PRIP (Program Review and Institutional Plan) when making funding decisions regarding the unit. Molly Morris commented that when units make budget presentations, they must tie their budget requests to the PRIP. Dave Burleson asked whether requests for additional personnel must also be tied into the PRIP. Kelly Brooks said that any budgetary request must be.

Dave Burleson asked whether DACC has a formal evaluation for classified employees. Kelly Brooks replied that DACC does have an evaluation process, and it is the same as the process used by NMSU. Susan Wood commented that the process can be found online at NMSU's website.

Dave Burleson asked whether DACC maintains a database on the qualifications of faculty and staff. Kelly Brooks replied that it is not maintained electronically but that DACC does keep records of resumes from when personnel are hired. She said that these must be reviewed periodically to ensure that the college is meeting salary equity requirements. Susan Wood commented that the Business and Information Systems Division is writing a self-study for their accreditation, which gives details about the qualifications of their faculty. She said that it has been requested that Dr. Gardea ask for similar qualifications data from the other divisions. She added that this information would be best requested from the divisions.

Dave Burleson stated that a gap has been reported in the consistency of publications of other institutions, e.g. they print different versions of their mission statements in various publications. He asked if there is a safeguard for these types of errors in DACC's publication process. Anna Chieffo answered that official publications go through John Paulman's office, and those are carefully checked for such errors. She added that publications produced and distributed through other college offices (i.e. "homegrown" publications) without going through the official process could be subject to errors.

Molly Morris asked whether there is a specific policy about diversity of balance in hiring. Kelly Brooks replied that DACC does have a policy for diversity in hiring, and it is the same as NMSU.

Molly Morris asked about the responsibilities of the personnel position that was formerly held by Kathe Stark. Kelly Brooks answered that the person in that position will be responsible for ensuring that DACC is following NMSU's Human Resource and hiring policies.

Dave Burleson asked if DACC will need to have its own policy manual once separate accreditation is achieved. Anna Chieffo said that there are several policy manuals; not just one containing every policy. She said that the faculty manual is in need of updating. Susan Williams stated that she does not believe DACC will have its own policy manuals because some policies are tied to NMSU policies; for example all branches follow NMSU Promotion and Tenure guidelines.

Kelly Brooks stated that the implementation of Banner has slowed progress in their office. Molly Morris said that this is a gap that should be addressed in the self-study; Banner has been implemented by NMSU with relatively little regard for the unique needs of DACC. Kelly Brooks added that it has been a problem because of the college's methods for hiring part-time and professional staff. Susan Wood stated that there will likely be a chapter on DACC's relationship with NMSU in the self-study, and Banner implementation issues will be included in that chapter.

Dave Burleson asked how many years of historical budget data are kept by the college. Kelly Brooks replied that their office has "high-level" numbers from approximately 18 years ago to present. Dave Burleson said that he was specifically looking for information about the funding spent to publicize the mission. Kelly Brooks replied that the funding spent at the college level can be identified but division level spending is not easily identified.

Doug Layer asked who is in charge of the Dual Credit program, and Kelly Brooks replied that it is Anna Chieffo. Doug Layer asked which schools are involved in the program. Anna Chieffo informed that the program includes all three high schools in the Las Cruces Public Schools district (Las Cruces High, Oñate High, and Mayfield High), Alma d'arte Charter School, San Andres Learning Center, Gadsden High, Santa Teresa High, and Hatch High (all high schools in the county).

Kelly Brooks showed a copy of the NMSU business policy manual and stated that all processes are bound by the guidelines contained within it. She said the processes covered in the manual include grant accounting, payroll, purchasing, and travel. She said the manual can be found online. Susan Wood said that it would be great resource for the self-study, and she would put a link to the policy manual on the Electronic Clearinghouse. She asked Kelly Brooks to send electronic copies of the Financial and Business Offices organizational charts so that she could include links to those documents on the website as well.

## **Schedule Criteria Committee Presentations to Steering Committee**

Anna Chieffo stated that item number 11 on the HLC timeline is that the subcommittee co-chairs will present their portions of the self-study to the steering committee. She said that the presentations are scheduled for January, and she asked whether January was the most appropriate time for the presentations.

Susan Wood said that it would be more beneficial to hold the presentations at the next steering committee meeting on 16 November 2006 since the most recent drafts of the subcommittees' portions of the self-study are due on 31 October 2006. Doug Layer replied that although the most recent draft is due, it is not a fully complete first draft, and he felt that the November meeting would be better spent as a working meeting in which the committee continues to bring in "expert guests." Molly Morris replied that it would be helpful to receive feedback on the initial drafts in the November meeting while the drafts are still fresh in the co-chairs' minds rather than waiting until January. Susan Wood said that the feedback would be valuable, but that it should not take up much time in the November meeting. She proposed posting the drafts on the Electronic Clearinghouse so that everyone would read them in advance and bring feedback for each other. She said the feedback should be included as a short portion of November meeting so that there will be time to bring in more "expert guests." The group agreed that this would be the best strategy.

The Committee members present tentatively scheduled the Criteria Committee Presentations as follows:

- January 2007 – Criterion 1
- February 2007 – Criterion 2
- March 2007 – Criterion 3a and b and Criterion 4
- April 2007 – Criterion 3c and d and Criterion 5

## **General Discussion**

Susan Williams suggested a kick-off for publicity on the HLC Self-Study Process begin with a newsletter at DACC's Spring 2007 convocation. She offered to formulate an action plan on publicity/marketing.

Susan Wood mentioned that two recent events, the Workforce Summit held at the Las Cruces Hilton Hotel and the Heart Gallery held at the East Mesa Campus were evidence of DACC contributions to the community at large.

Next meeting is scheduled for 16 November 2006 at 3:00 p.m.

Meeting adjourned at 4:35 p.m.