

**SHARING BEST PRACTICES to IMPROVE OUR WORK
In the CENTRAL REGION**

Conference Call on Monday, August 1, 2011 AT 1:30 pm

MINUTES

PURPOSE OF MEETING	Begin discussion to explore the topic and ideas related to Sharing Best Practices to Improve Our Work
STAKEHOLDER:	WIN: A definition of success from each stakeholder
George Boodrookas-Lead	George referenced best practice conversations that took place during statewide Contract Ed lunch meetings. It was a fruitful part of the meeting agenda. He asked that we discuss ways to engage our region and each other to explore our own products and services. George stated that he would not have been as successful w/out those roundtable conversations.
Marla Uliana-Lead	Vacation
Natalie Culver-Dockins	Vacation
Catherine Swenson	It is my job to bring best practices to the colleges. It seems that the face to face interactions and sharing stories is how people like to communicate. The interaction of people sharing challenges and solving their problems is powerful. We need to try to bring people together more frequently. Anytime there is something I can do, I am searching for ways to help. I am here to hear what you guys need.
Karyn Dower	Karyn would like to see all (ourselves and our partners) walk away w/ a tangible best practice tool.
Salvador Vargas	Would like to get away from the dreaming and idea that we are always looking for something. We need to share what is working for each other. Monterey meeting and sharing of information was valuable. I was able to capture some ideas and think about it. I would like more of that...more gatherings with people who have different backgrounds to share different perspectives. Face to face works for me.
Becky Barabe	Ditto to almost everything...in person and face to face are critical. Dialog among colleagues w/ different focus is important. Building the relationships to regionally partner Being able to leverage what one college is doing.
Sue Clark	Agree with what has been said. Would like to see more regular face-to-face meetings at the colleges. This builds relationship and trust. That is a strength I have seen many times among the people in our region.

TOPIC	DISCUSSION	FOLLOW-UP
Review list from annual planning meeting	<ul style="list-style-type: none"> • Each college highlight a best practice with deliverables at next year’s workshop (10 min + 1 page) • Identify specific ways for each regional center to directly interface with 3-5 colleges. • Provide mentoring for newbies • College field trips (college to college for faculty and admin • Keep working on the regional model • Host CTE TMC summit • Provide individual mentorships (travel/time) for green deans • Invite SR leadership (CC & pres) to regional best practices event • CRC succession planning • Initiative to Initiative (ID, meet training/gaps, community stakeholders • ID potential CTE/EWD leader(s) from each college • COE presentations (S curve) • College commit 1 person to leadership institute (testimony of benefit) • FYI-Tours/Lunches (Santa Nella BP Model) 	
IGNITE – Review YOU TUBE link	<ul style="list-style-type: none"> • Discuss use of Ignite format for sharing of best practices • Doesn’t have to be the exact process, but do in similar format of best practices. That could take many forms. 	
Develop a process	<p>GOAL: Find opportunities to learn from each other.</p> <ul style="list-style-type: none"> • College tours – Host College sets up. Includes tour and meeting with actions for committees. • Colleges self-select. We develop a format. If it doesn’t work, we try something else. • Hot tip of the day – every participant brings something to share. People know in advance so they are ready to share. • CTE and EWD combined. It is important to hear what each other are doing. • Standard approach to each meeting 1) work on regional model; 2) best practice (Centers, succession planning, other); 3) mentorship approach. Concentrate on a few elements. Campus tour (as designed by host – might share a best practice) and lunch. Meeting from 10 am to 2 pm • Mentoring: HR approach and how we help humans succeed. How we work w/ our employees and boss. • Hot Tip of the Day: This might be an idea from a book you read, an organizational tip, etc. • Develop a process for multiple reports, i.e., Ignite concept or something similar. • Develop a resource list via video or paper. Idea: Hazel Hill gives her resource list and captures it on video. EX: How to make friends on campus. Interview format. 	

	<ul style="list-style-type: none"> We should put together 5 great questions for interviewee to review beforehand. Are there questions in some of the previous 'green dean' workshops? 	
Reach agreement on an action plan/next steps	<p>Visit campuses in our region on a rotational basis. Provide campus tour. CRC will host lunch. Agenda to cover 3 basic items: 1) how do we do our work at this campus; 2) how does that relates to other campus'; 3) how do we mentor each other; 4) how can we further promote the regional model?; 5) Tip of the day.—personal , professional; 5) Resource list: video, social media, paper.</p>	5 minutes
Region Meeting at Delta College on Friday, September 16, 2011 From 10 am to 2 pm	<p>See notes in follow-up column.</p> <p>Frame lunch discussion. May offer up a specific topic for each table.</p> <p>Homework Assignment: Quick tip for the day. Do this twice during the session on two different topics.</p> <p>Agenda out to this group electronically.</p>	<p>Salvador Vargas to host. He will arrange meeting space and parking.</p> <p>Sue will arrange food; provide information on Amtrak as a means of transportation, marketing and registration.</p> <p>Sue to get van to transport participants from Amtrak to Delta</p> <p>Salvador and Sue to put together an agenda.</p>
Subcommittee Meeting Follow-up	Agenda for this meeting will be sent out to the group for approval.	Send agenda electronically.