

QEP Development Committee Meeting 13 Minutes

January 8, 2008

The QEP Development Committee Meeting was called to order at 10 am in rooms 204 and 300 via ITV connection. Members present were Dennis Taylor, Paula Whitman, James Graham, Nancy Smith, Marian Grona, Dean Johnston, Betsy Harkey, Roxie Hill, Rita Lee, Cindy Coufal, Joe Johnston, and Stacy Kuehn.

1. **Approval of minutes.** Paula Whitman made the motion to approve the minutes. Dennis Taylor seconded the motion. Motion passed unanimously.
2. **Staff development presentations.**
Members discussed a plan for presenting the QEP to all employees at staff development. VConnected team members will sit as a panel and present in the following order: Marian Grona, Paula Whitman, Roxie Hill, Joe Johnston, and Dennis Taylor.
3. **SACS Convention Report.** Cindy Coufal reported that most of the QEP sessions at the SACS convention dealt with marketing the QEP to the entire college community.
4. **Budget.** Cindy Coufal reported that no response has been received about the proposed QEP budget. Dr. Kays said that she had given it to Dr. Thomas before the Christmas break and that it would be presented to the SACS Leadership Team in January.
5. **Marketing Committee.** Because it was such an important and time-consuming roll, a QEP Promotional and Marketing Committee will be created as per Dr. Kays' request. Michelle Alexander will head this committee and present the logo content at spring staff development. Members from each division will be asked to join this committee. Cindy Coufal will serve as the representative to this committee from the QEP Development Committee.
6. **Adjournment.** The meeting was adjourned at 10:35 am with the next meeting being set for January 28, 2008 at 10 am in rooms 425 and 300.