Meeting Record

NorthWest Arkansas Community College
Process Improvement Team

Thursday, May 5, 2010

Time: 1:00 – 2:00 p.m. Location: SC 318

Team members participating: Lynda Lloyd, Sean Lucero, Nathan Miles, Marsha Woolfolk, Theresa Collins, Miztie Williams

1. Meeting was called to order by Lynda Lloyd, team leader.

2. Team reviewed the minutes from April 8, 2010 and they were approved.

3. The team decided to go with the Paperless Payroll project. The team worked on the application and assigned different parts of the applications to be completed by members. Most of the questions was brainstormed on and answered by the team during the meeting.

Action: Nathan is to write the proposal in 100 words or less.
Action: Mitzie to find out any reports of lost pay stubs.
Action: Sean is to write the answer for number 7, (How does the initiative support NWACC mission).
Action: It was decided that the primary responsibility for managing the initiative is be Lynda.
Action: Lynda was to type up the form and send it out.

4. Project timeline is to be in January 2011. Marie has expressed some concerns with this project, so it was suggested to ask her input on what would be a realistic timeline. Lisa Hummel, in payroll, should be a consultant on the project.

5. The paperless payroll project needs to be in one of the categories of AQIP, but is wasn't clear which one it should fall under.

Action: Lynda is to send out the categories documentations to see where the project would fall under.

6. Meeting adjourned. Next meeting is May 13, 2010.

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