NorthWest Arkansas Community College

Process Improvement Team

Thursday, May 27, 2010

Team members present: Nathan Miles, Sean Lucero, Lynda Lloyd, Natalie Wahl and Marsha Woolfolk

Absent team members: Norma Garcia , Cathy Wildman, Marie Scharfenberg, Sandy Goodenow

1) Meeting was called to order by Sean Lucero.

2) Minutes were approved from 5/22/10 meeting.

3) Theresa Collins resigned from the team and Sandra Goodenow is replacing her.

4) Lynda emailed our application to us for our paperless payroll project. We voted to modify #3 and #4 on our application by removing 'reduce manual labor' and 'reduction in manual labor cost.

   **ACTION: Lynda will speak with Gina Miller and get our application approved and signed with a suggestion that we pilot this for September rather than wait till the target date of January 2011.**

   **ACTION: Lynda will speak with Lisa Hummel in payroll as a consultant.**

   **ACTION: Sean is putting Natalie's time sheet chart and Marsha's timesheet chart into a word document showing the flow.**

5) We decided we need to identify another process to take on with our team.
   a. Sean suggested Share point again and its HUGE functionality. As he explores this he will share processes that might be of interest to us as a team.
   b. We discussed the safety issue again; does reducing liability qualify as an improvement process? We are going to run this by Bruce and Claudia.
      1. Lights and mirrors in the parking garage was discussed—is this a process??
      2. Hallway benches-a process?
   c. We discussed again raising awareness of printing waste.

6) Meeting adjourned. Next meeting will be 6/3/2010.