COLLEGE LEADERSHIP TEAM
Meeting Summary
Tuesday, August 10, 2010 - 9:00 a.m.
Dean’s Conference Room

ATTENDEES:  Daniel Bingham, Brandi Foster, Russ Fillner, Mike Brown, Winnie Strainer, Kila Shepherd, Kevin Brockbank

HR ITEMS:
Fire and Rescue/Program Coordinator: advertised
Gen Ed and Business Technology Division Chair: Applications being reviewed
Part Time Librarian I: (.75 FTE) advertised
Administrative Associate II (Airport Campus): Advertised
Recruitment Specialist: Interviews have been scheduled
Lab Technician: Will be advertised later this week

HR Items:
- Work Study allocations have been posted and review process was discussed
- Tammy Scott hired as the Life Sciences Instructor
- Carolyn Zimmer hired as the HR and Business Office admin
- Veteran’s Status Survey was sent out last week

AIRPORT CONSTRUCTION AND CLASSROOM NEEDS
Kevin reviewed the tentative classroom schedule for Airport campus fall semester classes. The schedule utilizes Donaldson 118 which needs to be classroom-ready by start of fall semester. Russ reviewed the timeline for clearing out Don 118. The possibility of needing Don 119 was discussed. Kevin feels confident that the plan will provide a good learning environment during the construction process.

IR DAYS
Brandi reviewed the IR days draft agenda. The dates for this year’s IR Days are August 23-25. Brandi asked that any requests for time should be sent to her by the end of today. She would like to get the final agenda out to faculty this week.

SURVEY OF ENTERING STUDENT ENGAGEMENT (SENSE) UPDATE
Mike will prepare a communication for instructors explaining the implications of the SENSE. The information will be briefed at IR Days.

ENROLLMENT UPDATE
We are over 900 FTE as of yesterday. We are running about two weeks ahead of where we were at this time last year. Mike projects that we will be about the same as last year. The enrollment report was forwarded to UMH Everyone earlier this week.

BUDGET MODIFICATION REQUEST
Mike reviewed a budget mod request for Barb McAlmond’s area. Request approved.

TRIO STUDENT SUPPORT SERVICES GRANT
The group discussed implications of the recent awarding of the TRIO grant. The following was discussed:
- Director needs to be hired
- Possibly up to 3 employees
- The timeline will be firmed up when the official notification is received

**Acquisition of Aviation Aircraft with Senator Caucus’ Office**
Dean Bingham asked Brandi to provide an update on the status of the acquisition of aircraft for our Aviation program.

**Airport Client Billing Parts Department Software Project**
Russ provided an update on the Parts Department software project. Consumable items and materials purchased will be attached to a specific activity, class or individual rather than a program.

**Western Teacher Partnership Update**
Equipment is on the way as is Gary Frye, UM-Western Instructor. Brandi is optimistic about the program.

**Accreditation Trip to Portland**
Brandi sent out an email earlier this week regarding the trip—ADD TO THE MINUTES.

**Current Dual Enrollment Document and Review of HS Transcripts for College Credit**
Dean Bingham reviewed the updated information. The document has been revised once again. Currently there is no date as to when the final document will be out.

**Scholarship Opportunity for IR Director**
Dean Bingham reviewed the scholarship opportunity for a staff member to participate in two online courses specially designed for early career institutional research practitioners. The deadline for the nominations is August 17th.

**Information from Dean Bingham**
The group reviewed a draft memo Dean Bingham will be sending out to everyone regarding food and beverages in the classroom.

**Miscellaneous**
- Location of the main phone line was discussed; incoming phone calls will be logged and the topic will be reviewed again in 30 days
- The Donaldson campus marquis
- All contacts from media should be forwarded to Barb McAlmond
- Status of office furniture was discussed
- Potential to get a coffee cart on the Donaldson campus was discussed

*With no other discussion to come before the group, the meeting was adjourned.*