LEADERSHIP TEAM
Meeting Summary
Tuesday, November 9, 2010 9:00 a.m. – 11:00 a.m.
Dean’s Conference Room

9:00 A.M. TO 11:00 A.M.

ATTENDEES: Daniel Bingham, Brandi Foster, Russ Fillner, Mike Brown, Winnie Strainer, Kila Shepherd; Guest: Jean Bailey

RECRUITMENTS

Fire and Rescue/Program Coordinator: Interviews being conducted
Lab Technician: Applications being accepted
Director of TRIO Student Support Services: Position has been filled; start date December 6, 2010
Administrative Associate II (Airport Campus): In process

HR Items:
- Interviewing Guide has been put together
- Carolyn will conduct the training for hiring committees
- On-line Training Courseware was discussed; Kila will check into the software program “Articulate”
- The group discussed the possibility of conducting a fund raiser for Stan Wilmoth’s son who sustained significant injuries due to an attack in Missoula on Halloween

Campus Policy Draft Reviews
- The need for a dress code policy was discussed

New Position Recruitment Authorization Changes
- TRIO Advisor and Program Assistant will be advertised soon

MISSION REVIEW PROCESS UPDATE
Internal mission statement review update was briefed by Brandi. The meeting with the Senates still needs to be conducted. Dean Bingham asked Winnie to send the timeline back out to the groups.

CONSTRUCTION UPDATE: IMPACT ON THE COLLEGE
Dean Bingham briefed the group on the state of construction on Donaldson and Airport:
- Individual classes are being addressed individually
- An Aviation student will attend the Contractor meeting with Dean Bingham
- The Evaluation process and the timing of them was discussed

POLICY DEVELOPMENT: LIST OF THOSE BEING DEVELOPED
Dean Bingham reminded the group of the upcoming deadline for the list of current policies being developed.

NOVEMBER BOR MEETING
Dean Bingham and Russ will be attending the BOR meeting in Missoula. Brandi and Jean Bailey will be attending as well.

HOLIDAY COVERAGE
The group discussed their leave plans for the months of November and December.

REQUEST FROM THE QUALITY OF WORK LIFE COMMITTEE
Steve Lewis, Chair of the Quality of Work Life Committee reviewed a proposal from the committee. The committee would like to conduct an employee survey to determine stress levels on campus. Jean
Bailey suggested that Steve take a look at the College and University Work/Family Association (CUWFA) website. The group discussed the proposal. Steve will put the draft survey together and bring it back for review.

**COLLEGE!NOW: IMPACT ON UMH**

Dean Bingham asked that each area begin discussing College!NOW in more detail. The three key points are:
- Increase Opportunity
- Retention
- Graduation

These items need to be embedded in our strategic plan.

The new Deputy Commissioner of 2-Year Education should be selected within the month.

**REPORT OF STATUS OF KEYS FOR THE DONALDSON BUILDING**

Russ briefed which areas have lost/stolen keys in the past few years. The list of who has master keys was reviewed.

**PROFESSIONAL DEVELOPMENT REQUESTS FOR REVIEW**

The group reviewed two professional development request exceeding $1000. The requests were approved.

**MISCELLANEOUS ITEMS**
- The group discussed the placement of the TRIO Director; the planned area will not be ready for the start of spring semester
- Russ discussed that we need to find ways to spend less on furniture
- Russ requested a full copy of the TRIO grant from Mike

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