COLLEGE LEADERSHIP TEAM
Meeting Summary
Thursday, December 9, 2010 - 9:00 a.m.
Dean’s Conference Room

ATTENDEES: Daniel Bingham, Brandi Foster, Russ Fillner, Mike Brown, Winnie Strainer, Kila Shepherd
Guest: Gary Frankforter

CONSTRUCTION UPDATE ITEMS DISCUSSED:
- Airport Campus construction items
- Steel structure is being erected
- Restrooms are open and functioning
- Heat situations have been taken care of
- Construction will continue through the break
- Donaldson remodel items
- Office moves timeline
- Furniture

HR ITEMS:
Fire and Rescue/Program Coordinator: Interviews
Lab Technician: Advertised
Academic Advisor-TRIO: Advertised
Program Assistant-TRIO: Advertised
Adjunct Faculty Spring 2011: Advertised

HR Items:
- John Bintz started on 12-06-10 as the TRIO Director
- Payroll has been moved from the Business Office to Human Resources
- New processes will be starting January 2011; Kila and Carolyn will be sending out emails prior to the changes
- Temp Requests were discussed
- Time Card training will be conducted in the near future
- Kila is planning management training for spring and fall; the training will run 5 days

LEGISLATIVE PRESENTATION TOPIC FOCUS
The week of the January 17th will be the MUS Budget presentations to the Legislators. Dean Bingham asked for ideas as to how we can add to this year’s presentation. The group discussed various ideas.

POLICY REVIEW
Dean Bingham asked each area to create bullet lists regarding the policies they are working on and will be working on. The lists will be forwarded to Winnie by Friday, December 10th.

CELL PHONE USE, REIMBURSEMENT, AND INSTITUTIONAL ROLLOVER
The cell phone plans were reviewed. The cost of normal usage verses adding data packages was discussed. The plans will be finalized by February 1, 2011.

OLD BUSINESS:
- The external and internal data will be compiled for College Council review. The external information will be compiled by Winnie and forwarded to Brandi.
Brandi will forward the information to College Council members for review prior to the Tuesday, December 14th.

**DATA COLLECTION POINTS**
The group discussed which areas are currently collecting data and for what purposes. Each area will get with their folks and compile a list of data collections point.

- What data has an institutional impact?
- The list should include only what data is currently being collected

The comprehensive list will be forwarded to Winnie by December 22nd.

**FY11 BUDGET REVIEW**
Russ briefed the current budget numbers. The figures are still estimates at this point.

**WINTER APPRECIATION LUNCHEON REQUEST**
Russ reviewed a request from the Quality of Work Life committee. The cost of catering the lunch will run over the budget by $115.97. Leadership approved the request for additional funds.

**MISCELLANEOUS**
- Brandi discussed the unpaid time Adjuncts are spending to receive the Moodle training; on-line instructor requirements were discussed; Brandi will get additional information from Chad and forward it to Leadership
- NWCCU Report One will be due March 1st; Brandi will be sending out requests for information soon; the deadline to have all information to Brandi is February 1st, 2011
- Last day of classes is December 17th

- Brandi asked that everyone take some time and visit the Machine Tool shop; they are doing amazing things in that area

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