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

Guest: Gary Frankforter

CONSTRUCTION UPDATE ITEMS:
- Donaldson campus construction areas were reviewed
- Airport Campus classroom space
- Lighting is an issue at the Airport
- Core Lab looks good
- Outside temperature has affected the construction

HR ITEMS:
Lab Technician: Interviews being conducted

Academic Advisor-TRIO: Interviews being conducted

Program Assistant-TRIO: Interviews conducted

Adjunct Faculty Spring 2011: Advertised

HR Items:
- Worker’s Compensation Guide and Safety Guide (Draft) handed out for review; Kila will email the Guide out for comment and review

- Employee Survey Results were reviewed; between ½ to 1/3 of employees responded; overall satisfaction was 88%
  - Specific areas of the survey were reviewed
  - Schedules were discussed
    - Managing the schedules of the staff efficiently and consistently
    - Alternate work schedules work schedules were discussed
  - Productivity is key
  - Appropriate Work Attire Guidelines Draft was reviewed
    - The draft outlines attire within reasonable expectation for a higher education institution
      - The information will be added to the Employee Handbook after review

STUDENT SUCCESS STRATEGIES - O’BANION ARTICLE
Dean Bingham forwarded an article by Terry O’Banion titled “The Completion” to the Leadership for review. The group discussed the article. Highlights were reviewed.

STUDENT CONCERNS RE: AIRPORT CAMPUS
Dean Bingham reviewed student concerns about the Airport Campus. The vending machines need to be replaced. The current machines are very old and take the students money. Students are requesting fruit and items they can microwave. Gary’s is working on making sure there will be enough electricity to run
the vending machines. The students also requested access to a color printer. A proposal to Student Senate is being considered.

**Legislative Presentations**
Dean Bingham reviewed the schedule for the Legislative presentations. There will be students presenting at this legislative session.

**Catering on Campus**
Kevin reviewed a proposal regarding catering on campus. Continuing Education researched other institutions that allow outside catering on campus. Russ will come up with a contract for preferred caterers to be charged $1.00 a plate. The proposal was approved.

**Rekey of Airport Campus**
Kevin reviewed the list of personnel who have keys to the Airport campus. The installation of a swipe card system for specific areas of the Airport campus was discussed.

**Airport Campus**
Items for the Airport Campus were discussed:
- Furniture
- Classroom needs
- Start of the semester activities

**Revisit Campus Corp Discussion**
The group discussed the increasing requirements for Campus Compact. Russ reviewed the current costs of the program. The current grant cycle ends in 2012.

**Spring Semester Start-up/IR Days Activities**
IR Days are scheduled for 12-14 Jan 2011. Brandi reviewed the schedule.

**Cell Phones**
The group discussed the list of cell phone reimbursements. The cost of cell phone data packages was also discussed.

**BOR Fee Requests**
Brandi reviewed a conversation she had with Mick Robinson regarding implementation of new fees. Mick has asked that all requests go through his office. Current fee request were reviewed.

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