COLLEGE LEADERSHIP TEAM
Meeting Summary
Tuesday, July 26, 2011 - 9:00 a.m.
Dean’s Conference Room

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

VACANCIES
(Technical) Math Instructor: Interviews being conducted
Construction Technology Instructor: Interviews
Life Science Instructor: Open
Nursing Adjunct Faculty Fall 2011 Semester: Open
Automotive Instructor: Committee is reviewing applications
Associate Dean of Academics/VP: Advertised
Accounting and Business Instructor: Open
Psychology Instructor: Closed
Water Resources Instructor: Open
(Developmental) Writing Instructor: Open
Adjunct Instructor-Bachelor Required: Open
Adjunct Instructor-Master’s Required: Open
Administrative Associate II: Open
Administrative Associate II-ALCC: Open
Custodian II: Open
Temporary Tutors: Open

HR ITEMS:
-Contract Negotiations information was briefed
-Time Sheets process was discussed
-Individuals are not turning in time sheets on time

-Budget Modification
Russ reviewed a budget modification request from his area. UMH used to be members of WACUBO and NACUBO but due to budget constraints the memberships were dropped. He is requesting that the memberships be funded. The group approved the request.

Fall Enrollment Outlook
Mike reviewed the current enrollment information. The numbers have leveled out. The group discussed how important retention will be in the future.

Professional Development Fund FY 12
Mike reviewed the current process for turning in professional development requests. He is recommending that a professional development web page be posted to the UMH website. The professional development information and forms will be available on the HR training webpage.

Clergy/Campus Security Act (FYI)
Mike discussed the current campus security reporting information. He will
finish his review of the information. Mike, Russ and Gary will meet in the near future to discuss the requirements.

**UPDATE ON CONSTRUCTION PROJECTS**

**VOIP DEMONSTRATION**
The group discussed the VOIP demonstration information. The benefit to UMH students was discussed in depth. The system would also benefit advisory councils. The system would also provide an emergency notification system. Dean Bingham asked each area to determine who in their areas should be on the VOIP taskforce. The names will be sent to Winnie. She will set up a meeting of the taskforce to be held within the next few weeks.

**MISCELLANEOUS**
- The UM Affiliated Campus meeting will be held on August 3rd in Butte; attendees will be Dean Bingham, Mike Brown, Russ Fillner, Kevin Brockbank, and Jean Bailey
- Dean Bingham discussed holding a meeting
- Office move dates were discussed; the tentative move date is August 19th
- The re-roofing project at the Airport campus has been started

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