COLLEGE LEADERSHIP TEAM
Meeting Summary
Friday, August 5, 2011 - 9:00 a.m.
Dean’s Conference Room

ATTENDEES: Daniel Bingham, Russ Fillner, Mike Brown, Winnie Strainer, Kila Shepherd, Kevin Brockbank, Jean Bailey

Guest: Gary Frankforter

CONSTRUCTION UPDATE:
- Final Punch List for the AP campus is complete
- AP Reception area is now complete
- Equipment training is complete
- Sound dampening in the welding area is complete; 90 decibels to 81 decibels
- 13 new offices and 12 classrooms at the AP campus; majority of furniture has been installed;
- Furniture for the Donaldson faculty area was reviewed
- Institutional furniture needs were discussed
- AP roof is in progress; currently ahead of schedule
- Donaldson projects were discussed

Maintenance Crew moving to winter hours
- August 15

VACANCIES
Welding Adjunct Faculty: Open
Construction Technology Instructor: 2 positions; interviews
Life Science Instructor: Interviews
Automotive Instructor: Interviews
Associate Dean of Academics/VP: Advertised

Accounting and Business Instructor: Applications being reviewed
(Developmental) Writing Instructor: Applications being review
Water Resources Instructor: Applications being reviewed
Psychology Instructor: Applications being reviewed
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:
- Vacation requests were discussed; the CBA prohibits black-out periods; Leave requests can be denied based on specific position needs
- Alternate schedules for staff who are adjuncts or students must be submitted to Kila prior to the start of the semester. The request should be in writing and can be via email. The request should describe any changes or effects on their fulltime position. Upon approval of the alternate work schedule the contract will be sent.
- Temp Requests were discussed
- Union negotiations are moving along

COLLEGE!NOW UPDATE
Dean Bingham reviewed the current College!Now information.
AY11 All Campus Meeting Agenda
Dean Bingham reviewed the schedule for this AY’s All Campus. There will be one held near the beginning of each semester. The group discussed possible agenda items for the meetings.

Brainstorming Session-All Campus Invitation
Dean Bingham will put out the information and invite the campus community.

College Council Meeting Schedule
The meetings will begin September 1. Winnie will send out the dates to Council members.

Strategic Plan Development
Dean Bingham briefed the process for developing the UMH Strategic Plan. The College Council will work on the project.

Mandatory Training
Dean Bingham reviewed the plan for the mandatory training process. Kila has been working on positions that require periodic mandatory training.

Overview-UM Campus Affiliate CEO Retreat
Dean Bingham asked those who attended the August 3rd meeting in Butte for their feedback. Items discussed were:
- Communication between UM campuses
- Mike discussed using UM contacts on a consulting basis
- The 2-Year agenda was discussed

Faculty Orientation
The agenda for the Tuesday, August 23 new faculty Orientation was reviewed.

IR Days Agendas
Jean handed out the IR Days schedule for Tuesday, August 23 through Friday, August 26. The agenda will be mailed to faculty next week with the teaching assignments.

New Student Orientation Update
Mike reviewed the upcoming student Orientation schedule. The format is a bit different. The first week of class there will be a welcome table in the main entrance hall.

Miscellaneous
- The Trade House has been sold
- Kevin discussed that we are in the process of becoming a preferred campus by Boeing
- Russ discussed that the 2 new employees in his area both hit the ground running
- 2 big student deadlines are coming up in the next couple weeks
- Temporaries will be coming in to help in the Cashier’s area

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