COLLEGE LEADERSHIP TEAM
Meeting Summary
Tuesday, October 4, 2011 - 9:00 a.m.
Dean’s Conference Room

ATTENDEES: Daniel Bingham, Russ Fillner, Mike Brown, Winnie Strainer, Kila Shepherd, Jean Bailey, Sandy Sacry, Jennifer Schade

CONSTRUCTION UPDATE
Donaldson
- DEQ upgrade in the south hallway is ongoing
- Boiler Room existing hot water pipes are being demolished
  - We currently do not have heat in parts of the building
  - Temporary heat will be installed on the 18th
    - October 24th is the date when the heat will be restored
- Temperatures will be hard to control for the next month
- Dean Bingham discussed the hazard of using space heaters

Airport
- The roof is nearly complete
- 2 outstanding large items on the main construction
- Bullpen area is being cleared out by maintenance; Gary discussed having assigned parking for that area

VACANCIES
DEVELOPMENTAL WRITING: Advertised
TRADES TECHNOLOGY CHAIR: Advertised
INSTITUTIONAL RESEARCHER: Advertised

HR ITEMS:
- Benefits committee meeting last week; the information will be coming out soon

CBA’S COMPLETED: FOLLOW-UP
Faculty ratified their CBA last week. All CBA’s have been ratified. The BOR has approved all of them. The OCHE will be distributing copies of the new CBA. Kila will put together a document that will show the changes. The group discussed the changes. This is the earliest that our CBA’s have been ratified.

EMERGENCY PROTOCOL-DOCUMENT/INCIDENT REPORTING
The group discussed the process for incident reporting. The following items were covered:
- Student incidents are reported to Student Services
  - Mike discussed the forms he uses for student injury incidents
  - Mike reviewed the crime reporting is another form
- Employee incidents reported to HR
  - Kila discussed the online reporting system that is currently in place
- General Public incidents on College property reported to Business Office
  - Russ agreed to continue processing the any general public incident report; all of the completed forms will be housed in the Business Office
Dean Bingham asked that each Leadership Team member to review the current Emergency Protocol manual. Each area should review the information will their areas.

Dean Bingham reviewed the calling-tree information. We are currently working with the University of Montana on a campus-wide notification system. Jennifer will get with Barb McAlmond and discuss a process to collect the phone numbers and keep them up to date.

**College!Now Listening Session**
Dean Bingham reviewed the information from the College!Now Listening Session. The Commissioner’s Office was ecstatic with the number of UMH participants and with the outcome of the session. The group discussed the session and how the changes will help re-energize UMH. We are continuing the climb to the next plateau.

**Funding Requests: Nursing, TRiO**
Two funding requests were discussed:
- Sandy reviewed the nursing funding request re: Warm Springs clinical rotation; the Nursing Instructor needs lodging and travel costs covered; the group discussed how to fund the additional costs; the nursing area had budgeted over $3000 for additional storage/shelving; the new costs will be debited to the storage amount
- Mike reviewed the TRiO request for a food fund; the grant funds do not allow for the funding; the funds are approved

**Important Budget Information**
The group discussed that any time funds are allocated for a specific item/need and the department/program would like to spend the funds on another item there needs to be a Budget Modification Request submitted and approved prior to incurring the cost(s).

**Building/Workspace Modification Request Protocol**
Jean briefed a request from Emmett regarding moving of the servers; Don 121 to Don 118; Emmett’s concern is security; the group discussed the logistics.

The group discussed the future of space availability on both campuses. The long-term plan is currently being developed.

**Photo Copying/Printing**
The copy count report was reviewed. Dean Bingham asked each Leadership Team member to review the copy/print numbers with their areas. Dean Bingham asked that we ensure we aren’t infringing on copyrights with items we are copying.

**Coffee Cart Proposal**
Mike reviewed the proposal for the coffee cart. The projected hours are 8:00 a.m. to 6:00 p.m. Monday-Thursday and closing early on Fridays. The projections show that the cart may show a profit but should at the very least be self-supportive. The initial funding was discussed. The group approved the request. The cart should be up and running by the January BOR meeting in 2012.

**Discussion on Possible Technology/Online Access Advisory Group**
Mike briefed the group on the accessibility issues. Best practice approach should be to consider ADA compliance when making software purchases and compliant current electronic data. The folks to involve should be Chad, Kila, Cindy, Business Office representative. The group
discussed having one area that will ensure all website and online instruction items are ADA compliant. Dean Bingham asked that Danny, Chad, Barb, Winnie, Jennifer, Jeff get together to discuss the issue. Winnie will set up the meeting.

**MISCELLANEOUS**
- The Art Instructors would prefer that the floor be epoxied rather than tile the art room floor; Gary discussed that the floor will not be done until the 2011 Christmas break.

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