College Leadership Team

Meeting Summary

Tuesday, April 03, 2012

Dean’s Conference Room

Attendees:

Daniel Bingham, Monica Ramirez, Russ Fillner, Leah Martin, Recorder: Gigi Bottenfield

Job Vacancy

- Temporary Laboratory Technician will be posted
- Temporary Geo Tech instructor will be posted
- Faculty Business instructor will be closing on 4/15/12
- Nursing Instructor position will be closing 4/22/12
- Admissions Rep II is closed and in review stages
- Asst. Dean of Student Services candidates are being interviewed this week
- HR position candidates will be interviewing next week- open forum
- Director of Library Services candidates are being graded

The committee discussed the budget in relation to the potential hiring of employees for the fall semester and how the budget is determined from the previous year’s cycle. In relation to adjunct hiring, it was discussed the possibility of a corresponding code for each position rather than lumping all the adjuncts together in a group total. The committee also discussed how contract payment for online instructors should not be made until after online courses are completed and ready to present online.

Campus Closure 600.11 Draft

This draft was put on the Web earlier this month for review and has received comments. On page 3 of the draft, questions arose as to whom to call in several contrasting disaster scenarios. The committee agreed that all safety issues are addressed in the Emergency Action Plan posted in each room.

Testing Center

A proposal for a Testing Center was passed out. Leadership continues to support the recommendation of a testing center. Budget summary-option 1 was an immediate startup having two phases. Budget summary-option 2 required more startup funds and had two phases, also. The documents had proposed hours of operation, proctor wages, computer costs, locker requirements, etc. Leadership will need more detailed information involving the revenue and room use for review.
Portfolio Development Seminar for Professional Development, Tenure and Promotion Summary

A summary of the first three hour seminar for professional, tenure and promotion was discussed. Twenty full time faculty attended. The components discussed were teaching philosophy, e-portfolio and innovative teaching and practices. Feedback from this seminar was very positive. This introductory seminar will be repeated April 26 on Thursday.

Airport Campus Display of Magazines

The library presented a request for a magazine collection located at the Airport Campus. A handout was received listing magazines and a rack cost. The committee discussed locating missing issues and the overseeing of the display. More information needs to be reviewed before approval is granted.

NWCCU Recommendations

Recommendation 2: the Response committee recommends that the College develop data and informed processes to evaluate instructional and service needs of each campus, including ways to strengthen the relationship between campuses.

A draft responding to recommendation 2 was submitted to Leadership. The document highlights the received documentation, missing documentation and requested documentation. The committee agreed to go forth with a hard copy and distribute.

Comprehensive Community College

Academics presented a handout that encompassed broad ideas for the expansion of a comprehensive community college. These ideas would serve students and the surrounding community. The four themes are: 1) Span all levels from basic education to post degree education 2) Serve all ages 3) Collaborate with partners in community 4) Attract participation regionally. Each item listed programs, benefits, facility needs and collaboration. This draft will be a starting point and more details will be added.

Title IX-UMH Processes and Education

The new HR Director will continue working on the various training manuals to meet Title IX Federal guidelines involving sexual harassment, equal opportunities, etc.

Name Change Costs

Our Marketing and Communications Coordinator is in the process of gathering costs associated with our name change. The Associate Dean of Academics is working on the cost associated with the expanding as a comprehensive community college.
OCR

The Office of Civil Rights is requesting additional information regarding the physical areas that are not accessible and what we are doing to accommodate those needs. A web page is being constructed. The interim report is due to this office June 1st.

College!NOW

The College!NOW Teaching Learning Conference will be held Friday, April 13th. The one day event will be held at the Holiday Inn Downtown from 9:00 until 3:00. Registration and continental breakfast begins at 8:00. The keynote presentation speaker is Dr. Robert B. Barr.

Meeting Dismissed 11:10