

Academic Affairs Leadership Team Meeting

Minutes of January 8, 2015

Attendees: Sharon McDermot, Chuck Phair, Dawna Perez, Diane Zold-Gross, Shar Wolff, Carolyn Cohen-Knoepfler, Mike Hearn, Judy Zubrow, Kim Burns, Janice Rogers, Nancy Julin, Grace Young.

Unable to Attend: Bill Heineman, Mary Farrell, Donna Bertolino.

Introductions:

Sharon introduced Kim Burns, Dean of Academic Innovations and Alternative Studies. Each AALT member described her/his primary responsibilities and answered Kim's questions about our work.

Reminders about the Budget Process for FY16 (refer to Bill's memo dated December 11, 2014):

- New/Upgrade Staff Position requests are due by **January 30, 2015**.
- Division/Department/Unit Goals and Non-Staff budget requests are to be submitted to Sharon no later than noon on **February 23, 2015**. This includes capital budget requests (\$50,000 or more).
- Highlight in red any budget item that you think should be funded by Perkins. Keep in mind that Perkins is primarily for new initiatives.
- Sharon will schedule meetings with budget managers.

Announcements:

- Spurk renovations are likely to start December 21, 2015 with the south side of the building. Sharon has been locating space on campus that can be used for faculty/staff offices and/or classrooms. There are 17 general classrooms in the south wing of Spurk. Once the College has confirmed the renovations funding budget, we can begin to talk with faculty and staff about the project. This will require a TEAM EFFORT.
- ASAP, send to Bill a head's up about new initiatives that will be coming before the Academic Affairs Committee spring term.
- By January 16th, send Bill and Sharon your ranked lists of distance education courses to be developed in FY16.

Submitted by Judy Zubrow, 1/8/15