



BMIT Dean's Advisory Council

11/9/2007
10:00 AM
GB 178

Meeting called by: Judith Berry

Type of meeting:

Note taker: Margo Valdez

Attendees: Radecka Appiah-Padi, Judi Berry, Sheri Best, Vickie Blattner, Brenda Brown, Dave Haggadone, Art Hanson, Tami Jones, John Lightner, Peter Lincolnhol, Bill Motz, Liz Nobis, Connie Peterson, Marie Plant, Dave Schwinn, Mary Speiser, Margo Valdez

----- Agenda Topics -----

Overview of Monthly Reports - Process & Content

Discussion: (MAIT November report projected on the screen)

The goal is to improve the communication of the division; council members are the representatives for their area and should report back to their colleagues on what is happening in the Departments. Dean Berry expects contributions for monthly reports from faculty, support staff, and administrators.

Everyone can contribute to the direction of the division.

The monthly report template includes columns for the following: (1) *Division Goals*; (2) *Department Goals*. These department goals are listed in the budget reports. Everything connects. (3) *Strategic Activity and Outcomes (Area Highlights)* – The activities are what should be discussed in department & program meetings. The activity and measurement are what the Dean reviews to determine if we have hit the target. (4) *Immediate Concerns* - department chairs report on what is working/what is not working. If it is not working, is it something that the college should be doing? Is it departmental and not working? These concerns are taken to the Executive Leadership by the Dean for decision making. (5) *Action Items*. (6) *Accomplishments*. (7) *Compliance and Risk Issues*. (8) *Policy Development*. (9) *New Initiatives*. (10) *Status Report & Dates to Remember*. (11) *Who is Responsible?*

Conclusion:

Looking for authenticity. We can no longer say that there is no communication from the division. If we are not participating, we have made the choice not to participate.

Overview of Leadership Reports

Discussion:

Overview of President's Reports

Discussion: (BMIT November President's report projected on the screen)

President's Reports are submitted by Executive Leadership Team members to the President the 2nd Thursday of every month. The Divisional report begins with the *Division Goals*, followed by *Area Highlights*. Dean Berry added *Selected Participation in Community Outreach and Professional Association Meetings* that relate to the Division.

Instruction Office: *Goals* of the instructional office are taken directly from the monthly reports & goals submitted with the budget. *Area Highlights* include what activities have been done during the month and the outcome of each. Listed for the month are: *Immediate Concerns*, *Action Items*, *Accomplishments*, *Status Report on Major Projects* (including timelines), and *Dates to Remember* (these are the important dates to meet guidelines).

Information from the Business Department and MAIT Department was also included using the same format. The emphasis is always on academic core issues. Reports tell us what the major activities are and keeps the college community informed so that nothing comes as a surprise.

Nine pages of detail in the BMIT Division's November report was sent to the Academic Affairs Office and President's Office. All reports from the departments and division have been filed in the workspace for sometime now. They are now being uploaded to the web site as a PDF file by Peter Lincolnhol for members' review. An e-mail is sent to BMITALL to remind staff that the reports are available there. (Comment was made that the "reminder" is helpful.)

Dean Berry hopes that by using this process, it shows continuous improvement of the communication in the Division, and she encourages other faculty and staff to contribute to the monthly reports.

Question: When items are sent to BMITALL or MAITALL, is it automatically forwarded to adjunct?
Response: Departments send information to part-time faculty. In the future, LCC will forward all communication to staff at LCC e-mail. The College is looking to assign everyone an LCC e-mail address. No date has been set.

Overview of Budget Process Flowchart

Discussion: (ISO Finance Flowchart projected on screen)

Official budget binders for next fiscal year planning are distributed to the divisions every January by the Business Office. However, Dean Berry begins the process for the BMIT in November, since budget commitments are made in the division before the college-wide process begins. She stated that there is a need to discuss at the Curriculum Committee meetings the course fees and if there is other revenue coming in for the program. Money needs to be included for the next programs in Group B undergoing Program Review. Non-labor budgets start in November with course curriculum proposals.

Division goals are reviewed (have they been achieved?): Cutting edge programs are determined with Group A & B undergoing Program Review.

An important part of the budget process is from now until the 1st Thursday of March. During this time, the departments prepare their budgets (set goals, identify equipment and building renovation requests). The Dean expects from January until 5:00 on the 1st Thursday of March that everyone is discussing the non-labor budgets. There is currently a disconnect. Group A & B **must** be given serious consideration in the Departments.

The departments submit their budgets to the Dean; BMIT Leadership discusses every Wednesday. This group reviews, adjusts and prioritizes departmental budgets and integrate with the divisional office budget. Dean Berry stated that if council members have not been a part of the budget planning, they need to have a crucial conversation with their department leadership. Leadership works on a portion of the budget by program. Marie Plant works on the budget at the department level first and then later at the division level. She can attend your program meetings; she is good with brainstorming and able to provide financial information. Get a financial report card so that when looking at course fees to see how programs are doing. Are the fees appropriate? Occupational areas need a return of more than 75 cents. Working on getting more students in Photo and ADM in order to bring up the RER. The Dean would like to attend a curriculum team meeting to explain how the RER is calculated and review the data to the group. Marie Plant should also be included in the invitation. Give the dean sometime on the agenda to translate and bring a report in laymen's terms.

By the 1st Thursday of March, the academic budget plans are due in Academic Affairs, and budget files are locked.

Next, the Dean prepares a report that goes to Deans Council, as well as a report to the President's Executive Leadership. At an oral hearing, Dean Berry reports on what she has to have for the Division. Negotiations take place during this time. The Dean recommends that Council members talk to their colleagues and indicated that she will fight for programs but always needs a "proof source" to back up requests.

At this time, the Dean set the stage on how she operates.

An electronic forum may prove to be very helpful with the issues that are raised. However, more dialogue is needed. Anyone who has questions should speak up to jump start a conversation.

Curriculum team should go through the monthly reports for status of their program/activity. The Dean reminded everyone that thorough written communication and meeting with the Dean helps her to prepare and provide resources to you.

Kick-Off Meeting for January 7, 2008 - Improving Communication

Discussion:

In an effort to improve communication, Dean Berry has invited two renowned speakers to work with faculty and staff.

1. Sam Glenn, "Kick in the Attitude" – what can we do as individuals? Session will run from 9:00 – 11:00 a.m.
2. Dr. Denys Blell, "Emotional Intelligence." He is the Associate Chancellor from the Dallas County Community College System, works in HR/Organizational Development. Session will run from 11:00 – 5:00 p.m.

Comment from Dave Haggadone regarding professional development:

Dave had the opportunity to attend the Leadership Academy Program, completing *Emerging Leadership Skills Development* offered through the Business & Community Institute (BCI). He stated it was "an eye-opening experience" and felt that it was worthwhile. The Academy offers three programs:

Emerging Leadership Skills Development
Advanced Leadership Skills
Executive Leadership Skills

(Go to www.lcc.edu/bci/events for more information.)

Conclusions:

Dean Berry appreciated the council members' attendance at today's meeting. She encourages members to go to their chairs if they have any questions or need clarification.

Other Information
