



# Meeting Agenda

9:00 – 11:00 a.m.

## BMIT Leadership Team

**Date:** October 31, 2007

**Room:** GVT 135.

### Topic

### Person

**ELT Update**

**Judi Berry**

Notes:

1. Banner Work Plan has been presented to ELT for approval by Jack Bergeron. Members of the ELT are currently reviewing it and will be submitting their approvals/disapprovals to the Executive Office.
2. The College has about \$3 million - \$4 million in surplus from last year's budget. The Executive leadership of the College will be deciding on the disbursement of the surplus.
3. Campus Master Plan was delivered to the Executive leadership on Tuesday, October 30, 2007 and is available for review.

### Division Office Update

**Judi Berry**

Notes:

1. Website for BMIT Division is being redesigned to become more functional for the Division. It will now have hot links to the following:
  - BMIT Leadership Meeting Minutes
  - Monthly Reports
  - Division Reports, such as *Section Management and Room Utilization Report*
 Peter Lincolnhol is responsible for the maintenance of the website.
2. Peter Lincolnhol will be creating and posting a Division Newsletter on the Division website beginning November 30, 2007. A new newsletter will be posted once every 30 days.
3. Starting February 2008, BMIT Division will be working on the Division's annual report. This report will be published in May 2008. The report will be distributed to members of BMIT program advisory committees, LCC Executive Leadership Team and the LCC Board of Trustees. In addition, the report will be posted on the BMIT website.
4. Lakin Institute for Mentored Leadership Update: Judi Berry attended this Institute, October 15-19, 2007.

### Highlights

The training confirmed that the Division is right on target with what is happening in other colleges across the nation. Highlights of the training included

- Budget Session: Topics covered included:
  - Know your budget.
  - How to use section management and raising of seat limits when budgets are tight
- Emotional Intelligence: The emotional intelligence session was presented by the Vice-Chancellor of Dallas Community College District. Topics covered included:
  - Make a person whole
  - You do not achieve what you do not believe

<ul style="list-style-type: none"> <li>➤ Choices determine success</li> <li>➤ Leadership is managing system of relationships</li> <li>➤ Know yourself and seek self improvement</li> </ul> <ul style="list-style-type: none"> <li>• Board Relations – CEO Relations</li> <li>• Accreditation</li> </ul> <p>Additional activities included</p> <ul style="list-style-type: none"> <li>➤ Visit with local business and industry leaders</li> <li>➤ Participating in community events</li> </ul>	
<b>Business Department Leadership Report</b>	<b>Bill Holda</b>
<p>Notes: Report is attached.  <a href="http://www.lcc.edu/bmit/news/leadership_minutes/BusinessDepartmentLeadershipReport.pdf">http://www.lcc.edu/bmit/news/leadership_minutes/BusinessDepartmentLeadershipReport.pdf</a></p>	
<b>MAIT Department Feedback to BMIT</b>	<b>John Lightner</b>
<p>Notes: Report is attached.  <a href="http://www.lcc.edu/bmit/news/leadership_minutes/MAITDepartmentFeedbacktoBMIT.pdf">http://www.lcc.edu/bmit/news/leadership_minutes/MAITDepartmentFeedbacktoBMIT.pdf</a></p>	
<b>Office of Instruction Management Responsibilities Report</b>	<b>Radecka Appiah-Padi</b>
<p>Notes: Report is attached.  <a href="http://www.lcc.edu/bmit/news/leadership_minutes/OfficeofInstructionManagementResponsibilities.pdf">http://www.lcc.edu/bmit/news/leadership_minutes/OfficeofInstructionManagementResponsibilities.pdf</a></p>	