

COLLEGE EXECUTIVE COUNCIL MINUTES

Friday, October 24, 2003

Present: Tony Beninati, Tracy Edwards, Mike Hooks, Jared Graber, Debi Jakubin, Susan Kelley (ex-officio member), Lisa Lovell, Dennis Micare (staff), Louise Pitts (staff), Ruth Prather, Pedro Rivera, Michael Shugg, Stan Stone, Bill White, Marie Brady (for Silvia Zapico)

1. Re-classification of Positions

Mike Hooks reminded vice presidents and provosts to send their requests for personnel re-classifications to Stan Stone/Laurie Bennett by October 31. The request should include documentation related to the need for the re-classification.

2. Non-Instructional Staffing

Following discussion regarding the potential funding for non-instructional staff and input from Stan Stone that he would like to be proactive and have a list prepared in the event the president determines funding availability, the following decision was made:

Action: The vice presidents and provosts will submit to HR their requests for non-instructional staffing by Friday November 7. The request should be in priority order and limited to 3 positions per provost/vice president.

Dennis Micare will e-mail the electronic form to senior staff. All requests should be submitted electronically to Stan Stone with a copy to Dennis Micare.

3. Equipment Budget

At the October 13, 2003 CEC meeting, administrators of budget areas were requested to revise their 03/04 FY Equipment Request List. The revised equipment budget request for each area is as follows:

<u>Area</u>	(Rounded amount)
Administrative Services	\$230,000
CJI/Stone/HR	78,000
East Campus	\$251,000
Institutional Advancement	\$5,700
Legal	\$4,236
Office for Information Technology	\$546,000
Osceola Campus	\$36,000
Planning & Educational Services	\$26,000
West Campus	\$191,000
Winter Park Campus	\$129,000

ACTION: The above equipment budget was approved with the assumption that part of the Continuity 2000 Software budget request item could be paid from Auxiliary Funds (approximately \$40,000). The approved equipment budget will be sent to the president for approval.

4. Technology Refresh Program

Following discussion regarding the need to establish a more strategic process for the Technology Refresh system, the following actions were approved:

- The Educational Technology Committee will draft a set of Principles and a Work Plan/Guidelines for the Technology Refresh Program for approval at the next CEC meeting.
- The Learning Leadership Team (LLT) will review the current Refresh List and make recommendations for Spring Term regarding the refresh of laboratory/classroom technologies and bring recommendations to the CEC. All Collegewide Server needs will be given high priority within this list. Purchases will continue to be made based on recommendations of the LLT.
- Bill White will request that Tom Benton and Jeff Kurtz gather information on refresh requirements, needs, etc. from academic deans and departmental supervisors (AVP's, Directors, etc) and provide a report at the next meeting.

5. Next CEC Meeting

The next CEC meeting will be on November 10, 8-10 a.m., DTC A&B.