

Meeting Notes

Osceola Leadership Team (OLT) Meeting

November 14, 2007

Attendees: James Bingham, Marie Brady, Jackie DiMartino, Dan Geraghty, Tim Grogan, Nathan Hicks, Dale Husbands, John Letterman, Kevin Mulholland, Connie Parrish (for Chris Klinger), Melissa Pedone, Silvia Zapico.

Student Health in the Classroom: Procedures to handle emergencies in the classroom were reviewed. When a health emergency occurs in the classroom the instructor needs to evaluate the situation and call 911, if deemed necessary. Next Security needs to be contacted.

Copiers/Copies: A list of Departments, Contacts and Budget Managers was distributed for verification. The copier situation at the campus was reviewed.

Remodeling of the LRC: Drawings for the remodeling of the office space of the LRC were presented.

Parking Lot: Facilities reported that there is a delay with the new parking lot at the campus. However, they will continue providing safe parking on the overflow lot.

Spring Semester: An increase in enrollment is expected for the spring semester.

Carpet for some areas: The request was made to re-carpet the 1-255 suite at the Osceola Campus.

Portables for the Campus: There will not be additional portables at the campus for the fall of 08. However, a forecast will be given of the need for additional portables for the 09/10 school year. The possibility of sharing space with UCF was discussed.

Next Meeting: November 28, 2007.

Meeting was adjourned.