

STREAMLINE TASKFORCE MEETING MINUTES

7/27/16

4- 5:30P.M.

Attending: Mike Killian, Lisa Ambrosio, Ava Beaulieu, Frank Brown, Steve Coughlan, Amy Facey, Chris Jansen, Maggie McCabe, John Quinlan, Betty Shankel, John Schuttinger, Peter Warburton (guest)

Not attending: Meg Beauchamp

Agenda

1. Updates and comments from Peter
2. Review last week's discussion
3. Next steps

Decisions/Action Items

1. Meeting(s) with Department Heads and Principals
 - Frank (lead) and Peter own next steps
 - Taskforce discussed and recommended topics
 - Frank finalizing discussion guide
 - Peter scheduling meetings with Department Heads and Principals, targeting week of 8/1. Asking 2-3 hrs. total time.
 - Frank & Peter will host meetings and review initial findings at 8/10 Streamline Task Force Meeting
 - Frank will document input by end of August: info. for use by Streamline Taskforce
 - Peter recommended that he provide a Streamline update to all faculty and staff at the Annual Back to School Breakfast on Tuesday, August 30th at 8:00 a.m. in the SHS Café
 - Next Update: 8/10 Taskforce Mtg.
2. Compensation and Benefit Modeling/Sensitivity Testing
 - Lead: Betty, Maggie and Lisa
 - Taskforce discussed approaches to modeling and timeline to complete work
 - Taskforce agreed on next steps to developing model(s) including leadership (Betty, Maggie and Lisa), engaging Legal Counsel (outreach has begun), guidance from Department of Education (Peter to reach out to Paul Leather, Deputy Commissioner, regarding current acceptable practices when performing cost sensitivity analyses and to request that he meet with Task Force).
 - Next Update: 8/10 Taskforce Mtg. Update will include modeling approach and assumptions, activities, timeline, external resource requirements
3. Communication: Frank recommended that Communication Team be formed. Ava agreed to lead the team. Reach out to Ava if you are interested in joining the team. Next Update: At the 8/11 Taskforce Meeting Ava will lead review of key activities and responsibilities.
4. Building an eight week schedule of activities: Next Update: At the 8/10 Taskforce meeting Frank will lead the Taskforce in a review of key activities and responsibilities for the next eight weeks.