

**LEARN EXECUTIVE COMMITTEE**

**January 26, 2018**

**LEARN**

**44 Hatchedts Hill Road**

**Old Lyme, CT 06371**

**MEETING SUMMARY**

Present: Rita Volkmann, Groton; Craig Esposito, Stonington; Tim Hagen, East Lyme; Eileen Howley, Executive Director.

Called to order 8:32 a.m.

1.0 Review of the February Agenda

Dr. Howley reviewed the draft agenda for the February board meeting and shared that an administrative appointment for Advanced Manufacturing program administrator will likely be added; however, the policy on student records will likely be delayed. Dr. Howley received a facilities use request, which may be added as well. She will reach out to the individual who submitted the form.

2.0 Draft Policy Review 5000's: Students—Confidentiality and Access to Student Records policy

Dr. Howley shared that her intent was to bring this revised policy forward for the February board, however the administrative guidelines require substantive changes and staff are still reviewing.

3.0 Preliminary discussion of salary and benefits

Dr. Howley shared current data regarding raises statewide. The board discussed the costs of health care; the February board discussion is likely to be preliminary.

4.0 Proposed addition to the 2017-2018 Eastern CT Health and Medical Cooperative (ECHMC) Board

Unanimous vote to appoint Nat Brown, LEARN's new Human Resources Director, as a board member of the ECHMC, (Esposito, Volkmann).

5.0 Disposal of LEARN vehicles

Dr. Howley requested board approval to dispose of vans; LEARN received one bid on the fleet. The Board voted unanimously to approve the bid. (Esposito, Volkmann)

Meeting adjourned 9:45 a.m.