COLLEGE LEADERSHIP TEAM
Meeting Summary
Thursday, January 7, 2010 - 9:00 a.m.
Dean’s Conference Room

9:00 A.M. TO 11:00 A.M.

ATTENDEES:  Daniel Bingham, Brandi Foster,
Susan Kirley, Russ Fillner, Kevin
Brockbank, Mike Brown, Winnie Strainer

Valerie Lambert attended to discuss Work-
Study funding

RECRUITMENTS

Adjunct Positions: Advertised

CNC Machining Instructor/General Job
Shop Machine: Tom Jungst has been
selected

Maintenance Supervisor: Interviews are
being scheduled

HR Items:
- Kevin discussed a Request for Change re:
Career and Technical Education Online
Coordinator; the position is currently
funded as a .75 FTE and the request is to
increase the funding to 1.00 FTE
  - Reviewed On-Line Education
Summary Stats
  - Special Projects Deliverables for
September 1, 2009-June 30, 2010 was
reviewed
    - The request is for the increased
funding to cover the remainder of this
academic year
    - Assessment for On-Line courses
was discussed as well as running an On-
Line College Success course
    - Kevin discussed plans for on-line
courses in the future

- Chad will assist in the advising and
support for on-line students
  - The group discussed that currently
UMH is “in last place” when it comes to
on-line courses
    - If we are going to provide on-line
courses then we need to do it correctly
  - The group discussed requiring that
prior to taking an on-line course, a student
should take a 1 credit course on how to
succeed on-line

Dean Bingham tasked Brandi, Mike,
Kevin, and Chad with coming up with a
plan for on-line courses; the preliminary
plan will be presented during the January
19th Leadership meeting.

- Russ discussed staffing in the
  Maintenance area and the possible need
for a temp hire during upcoming absences
- Dean Bingham and Susan will be doing a
  brief presentation on Safety Training

WORK STUDY FUNDING FOR REMAINDER OF FY10

Valerie Lambert reviewed the current
situation regarding UMH Work-Study
funding. The group discussed the
following issues:
- Current Work-Study students who are on
financial aid probation will be limited to 10
hours per week to ensure that we stay
within the limited budget.
- Areas not following the process by hiring
work-study students before informing the
Financial Aid department
- Request for increased funding in the
future
  - The final funding numbers should be
ready by 5:00 p.m. today
**Advisory Council Policy**

Kevin handed out information on an Academic Advisory Councils policy. The group discussed the oversight and formalizing of the entire Advisory Council policy. Kevin will draft a policy and have it ready for next Leadership Team meeting.

**Community Emergency Response Team (CERT)**

Kevin received an email from the Office of Community service offering CERT training for UMH employees. The group agreed the training would be useful. Kevin will have Mary Lannert get with Russ about scheduling the training.

**Spring Enrollment Report**

Mike briefed the current enrollment numbers. Application numbers are over 300 which is another first for UMH. We are currently at 864 FTE which is only 100 down from fall. The Orientation is scheduled for Monday which will include group advising. Kevin will have Chad be ready to discuss On-Line courses during Jeff’s IT portion of the agenda.

**Website Content Management**

The group discussed content that is currently missing from the new website. Each area will review the website and get with IT as to the best way to get the content posted and how to keep it updated.

**Update on Student Health Insurance Plan**

Mike updated the group on where the Student Health Insurance program is in the process. The projected date for making Student Health Insurance coverage mandatory is Fall Semester 2010. The requirement would include current and new students.

**Self-Study Update**

Brandi reviewed the timeline for the Self-Study and will be sending the final version for print by January 15th. An electronic version will be available soon.

**IR Days**

Faculty will be back on Tuesday and will have IR days starting January 12 thru January 15. Brandi briefly discussed the schedule and will be sending it out to everyone this week.

**Montana Collegiate Tobacco Prevention Initiative**

Brandi discussed the program and reviewed specific information regarding the grant. The program would be at no cost to the institution. The program includes training and training materials. The Nursing Department will be heading the program.

**Updates on the Following Items**

- Reviewed status of Lincoln Public Schools project; Winnie will contact Lori this week to set up a meeting date
- Mike briefed that the Trio grant has been submitted and we should receive notice by June or July 2010
- The January 2010 BOR will be held in the UMH Student Center on January 14th
- Mid-semester is the target date for hiring of a new Advisor per Brandi
- Kevin updated the status of the Airport cleanup

**MEA-MFT Fall Conference**

The group briefly discussed who might be interested in the planning of the Fall 2010 MEA-MFT conference. The College will be open during the conference but due to the space they will be using there will be no
classes (see the Academic Calendar for dates).

STATE DEPARTMENT OF LABOR SAFETY INSPECTION
Russ discussed the upcoming Safety Inspection and that if individuals from each area on the Donaldson campus are available during the inspection it will save us from being written up on several small items. The date(s) of the inspection were sent to effected personnel/areas. Russ briefed that this inspection is for our benefit and will identify safety issues/concerns on the Donaldson campus.

MISCELLANEOUS ITEMS
-An Early Childhood Development Coordinator contacted Dean Bingham and would like to meet with UMH about using space on our campus; there is a possibility that working with them may result in our being able to provide daycare to our students; more information will be provided as it becomes available
-NWCCU is having their Seattle conference February 17-19, 2010; the group discussed who should attend; the Accreditation budget will fund the conference
-Brandi updated the group on work Jenni Anderson has completed in the science labs
-Mike briefed that on February 2, 2010 the Student Center will be closed due to the Know-How-2-Go event

*With no other discussion to come before the group, the meeting was adjourned.*