COLLEGE LEADERSHIP TEAM  
Meeting Summary  
Tuesday, March 16, 2010 at 9:00 a.m.  
Dean’s Conference Room

ATTENDEES: Daniel Bingham, Brandi Foster, Susan Kirley, Russ Fillner, Kevin Brockbank, Mike Brown, Winnie Strainer; Jeff Block attended to discuss LMS

RECruitments

Academic Advisor: A recommendation has been made and will be meeting with the Dean/CEO on Tuesday

Administrative Associate II (Nursing): A recommendation has been made

HR Director: Open

Aviation Instructor: Ready to have the committee review the applications

HR Items:
-Moving along with getting the personnel files completed; faculty have been good about sending in official transcripts
-Susan’s last day is June 30, 2010 and the group discussed when to start the hiring process for her replacement
-Mike reviewed a request from Cindy Yarberry re: Funds for Tutors for our summer sessions

Learning Management System
Jeff Block reviewed the following information:
- Cost
  -BlackBoard will be continued for another full year
  -3 yr cost would be $54K

-If we went with the 4 campus model the cost would be approx $36k
-Current content can be imported into the new system (may be some small issues)
-Core group would require training in Missoula; the group would come back and train UMH
-Academic roll-out could start as early as January 2011 although BlackBoard would still be up
-Brandi discussed that she wants to avoid students having to use two different platforms in a semester
-We won’t know any solid dates until the RFP comes back
- The price tag will hit us at the end of this year

Safety Inspection
Russ briefed the group on the Donaldson and Airport Campus Safety Inspections. The inspections were conducted by the State Labor & Industry department. The group discussed additional items we can do to promote safety awareness.
-Statement re: Management’s commitment to safety of all employees
  -Have all employees read and sign the statement
  -Miscellaneous items identified were discussed

Logistics of Graduation
Mike requested suggestions from the group re: a commencement speaker for this year’s graduation ceremony.

The ceremony will be at the Helena High Gymnasium once again. The Graduation
committee has met once so far and the members are working on their duties. The group discussed ways we can get more students to walk. Dean Bingham requested that Mike and Barb McAlmond come up with a few ideas to begin getting students thinking about this year’s ceremony.

**Update on Tiffany Hilton’s Project**
Mike reviewed the current information re: Project Tiffany Hilton has been working on. Tiffany has been collecting institutional data from the past 8 years. The statistics will be provided in a presentation she will have prepared in the near future.

Brandi and Mike will come up with special projects to be analyzed using the data collected.

**Cupressos Proposal**
Mike reviewed a proposal from Cupressos’ LLC for an Espresso Cart on the Donaldson campus. The group discussed the logistics. The individual would not do drip coffee which would not compete with Joe’s Café. Items discussed:
- Fee for space provided
- Do we need to put out an RFP
- What type of equipment he has; amperage draws
- Percentage to put in scholarships for students

**Professional Development Requests**
The group reviewed 3 professional development requests:
- Dean Bingham asked Mike to ensure that we are using all seats that we have paid for re: Online training seats
- The three requests were approved

**Schedule Site Visit Prep Meetings**
Brandi asked Mike and Russ to let her know when they want her to come in and discuss Site Visit Prep:

  - Russ would prefer that Facilities be scheduled during Spring Break
  - Mike identified a time for the Student Services area

**Accreditation Visit Logistics Review**
Brandi reviewed Site Visit logistics to date. Winnie is the contact for the Evaluation Team re: travel itineraries and scheduling of meetings. There are 7 Evaluators and they will each be requesting meetings with different areas/individuals from both campuses.

**Art Cabinet Key**
Nathan Munn has the keys for the 3 Art Cabinets. A complete set of keys will be given to Gary Frankforter. Dean Bingham

**ID Institutional Cost Savings Measures**
Dean Bingham discussed that BOR has requested that campuses identify cost savings measures. Each area has been tasked with identifying cost savings measure. Dean Bingham asked that the each area send a list of measures to Winnie by April 2, 2010.

**Site Visit to Lincoln School**
Dean Bingham will get with Kevin Brockbank about what date the site visit to Lincoln School is scheduled for.

**UM Banner Evolution Plan**
Dean Bingham reviewed current information regarding the UM Banner Evolution Plan. Storage of data will be in two places; one in Butte and the second in Miles City. Registrar will be impacted and there will be finance pieces. The migration should happen within the year but could happen earlier. Two migrations will be happening, one with UM and one external to the system. Russ discussed that OCHE is on SABERS rather than on Banner.
**ALL CAMPUS MEETING ON THURSDAY**

Items on the Agenda:
- Brandi will be on the agenda to discuss the Site Visit
- Airport Construction information will be updated
- Russ will discuss the Safety Inspection
- Update on the Transferability Initiative
- Catalog going electronic
- May 4th will be President Dennison’s last Campus Visit
- Introduction of new employees
- Online billing and loans as well as student insurance
- Russ will present the graph re: FTE for the last several years
- Enrollment as it relates to a service component; more students will eventually mean more resources; increased enrollment is what our goal has been

Dean Bingham asked that Leadership members be prepared to discuss items
- There is recognition at OCHE of campuses who are doing more with less

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