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

Tiffany Hilton and Suzanne Hunger attended to brief the UMH Statistical Model.

STATISTICS BRIEFING
Tiffany Hilton presented her Statistics Department Graduate Project: Modeling Student Success at the University of Montana-Helena College of Technology. A few items covered were:
- UMH Open Enrollment
- Purposes of Information
- Breakdown of the Data
- Sources of the Data
- Issues/Complications
- Survey-Why do students stop out?
- Survey-What services are used?
- Survey-Sub-group Comparisons
- Survey-What proportion succeeds?
- Potential Covariates
- Logistic Regression

The group discussed how the data can be used in the institutions decision-making process. Suzanne said that the at-risk information will be used in the advising process. The Model-(a) will be used in the retention process. Suzanne’s goals will be based on using the data.

Dean Bingham asked Leadership Team members how they will use the data presented. Mike mentioned using the data to make each of his areas more successful. Brandi will present the data to faculty and come up with ways to use the data.

The group agreed to invite Tiffany to present the data to College Council. Suzanne will bring information back to Leadership in 6 months as to how the data usage has progressed.

RECRUITMENTS

Bookstore Assistant: Advertised

Academic Advisor: Has been offered to an applicant

HR Director: Interviews have been scheduled

HR Items:
- Personnel items were discussed
- Performance Evaluations were discussed; due dates and timelines

REVISED TOBACCO POLICY
Kevin reviewed the revised UM-Helena 600.1 Tobacco Policy. A brief overview of changes is as follows:
- Smokers and non-smokers on the Tobacco Task Force were in agreement that we should move toward becoming a tobacco-free campus
- The group discussed the wording of the policy
- Implementation Plan for Non Tobacco Use Policy was reviewed
- Rationale for Revision of UM-Helena Policy 600.1, Non-Tobacco Use, Smoke-Free Workplace
- Offsite classrooms was discussed
  - Dean Bingham will get with Kevin re: wording of the policy

**CARL PERKINS OFFICE OF CIVIL RIGHTS REVIEW**
Kevin received notice that OCHE would like to conduct a Civil Right review in May 2010. UM-Helena was reviewed by the Office of Civil Rights (OCR) last summer and has not received the findings from that review. Winnie will provide the data from the OCR visit to Kevin. We may be able to use the OCR information for the OCHE review.

**FOLLOW-UP ON POTENTIAL FOR ESPRESSO CART**
Mike reviewed the current information for the espresso cart. We will need to go through the RFP process after a pilot project period. Mike discussed specifics of the pilot project. The group discussed the potential for the pilot project and possible outcomes. Consensus is to utilize the 1 year pilot project. Dean Bingham and Mike will review the parameters for the project.

**PROFESSIONAL DEVELOPMENT REQUEST**
A professional development request exceeding $1000 was reviewed and approved.

**STUDENT INSURANCE PLAN**
Mike reviewed the Montana University Student Insurance Plan Premiums. Blue Cross Blue Shield of MT agreed to performance guarantees for the MUS Student Health Insurance Plan. The screens have all been built in Banner. We will be receiving the publications from the vendor shortly. Mike will be the campus contact for any health insurance issues. Mike is going to advocate for not charging an administrative fee. The Student

Insurance coverage requirement will begin fall semester 2010.

**MAINTENANCE STAFF SCHEDULE**
Russ reviewed the Maintenance Staff schedule submitted by Gary Frankforter. The group discussed class schedules, specifically night courses. The schedule is based on keeping the buildings open to the public on both the Donaldson and Airport campuses. The group discussed standard hours and the process of approving coverage outside those hours. Also discussed is maintaining the same hours throughout the year rather than just during the semesters.

**FUNDING REQUEST**
Dean Bingham reviewed a funding request from Janice Bacino re: furniture for the library. There is some funding available due to a change Janice made to an initial request although the new request is approximately $100+ over available funds. The group agreed to approve a portion of the request that falls within the original amount approved.

**COMMUNICATION PLAN**
Winnie provided Leadership with a draft Institutional Communication Plan for their review and input. Any comments/suggestions should be emailed to Winnie.

**BUDGET REVIEW**
Russ reviewed the budget as submitted by the Budget Committee. The following items were discussed:
- All area budgets were reviewed
Budget Reviewed Continued at 3:30pm-

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