COLLEGE LEADERSHIP TEAM
Meeting Summary
Tuesday, June 1, 2010 - 9:00 a.m.
Dean’s Conference Room

ATTENDEES: Daniel Bingham, Brandi Foster, Susan Kirley, Russ Fillner, Kevin Brockbank, Mike Brown, Winnie Strainer, New HR Director Kila Shepherd

Kevin Brockbank and Mike Brown are attending the NISOD Conference in Austin, TX

Guest(s): Gary Frankforter attending to provide updates on College construction projects.

Airport:
- Construction should begin tomorrow
- All but the largest press has been moved
- Welding is pretty much cleared out
- Airport parking lot project has been delayed due to some property line issues
- Safety issues were discussed
- Location of the campus marquis was discussed
- Construction completion time is 222 days

Donaldson:
- Chemicals were all packed up and were moved out Thursday and Friday
- Boiler #2 for the Donaldson campus will be delivered today
- Upstairs Donaldson remodel is still being worked on and is coming along great

RECRUITMENTS

Bookstore Manager: Interviews begin Thursday

Academic Advisor: New Hire begins May 25th

HR Director: Kila Shepherd’s first day is today and will be training with Susan Kirley until June 30th.

Computer Support Specialist: All applications have been reviewed and will begin interviews soon.

Instructor Positions to be advertised: Fire and Rescue, Anatomy and Physiology, Nursing; applications are being accepted.

HR Items:
- Dean Bingham met with the individual recommended for the Bookstore Manager position
- New Academic Advisor, Ann Willcockson is on-board. Her office is located in 104b next to the SAF office in the Student Center

PURCHASE ORDER CUT-OFF DATE
The Business Office would like to have all purchase orders for the current FY in by June 11, 2010. They are preparing for the fiscal year-end.
**MAY BOR MEETING IN HAVRE**

Items approved:
- The University of Montana-Western will offer its degree program in Industrial Technology Education at UM-Helena
- Authorization to expend Student Computer Technology Fees for purchase of 20 classroom/lab computers for student use and 4 laptop computers for faculty’s instructional use

**MISCELLANEOUS ITEMS**
- Russ discussed the furniture list; more information will be provided as the delivery dates are confirmed.
- Potential office moves and timelines were discussed
- A statement regarding the use of medical marijuana has been issued by UM and will be incorporated into UM-Helena policies.
- Industrial Technology Ed program was approved to come to UM-Helena from UM-Western
- Century 21 is handling the sale of the Trade-house

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