COLLEGE LEADERSHIP TEAM
Meeting Summary
Tuesday, June 15, 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

RECRUITMENTS

Fire and Rescue/Program Coordinator: Currently open

Nursing Instructor: Under review

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

HR Items (Outline provided):
-Recruitment process
-Cost of vacancy advertising
-Current vacancies
-Airport Campus Support position
-Regulatory postings and locations of the postings
-Josh Bennett is scheduled to start next Wednesday as the Bookstore Manager
-Workplace Safety Role Descriptions and assessments
-On-line First Report of Injury (FROI) process is still being worked on; the new process will be beneficial to employees
-Meeting with Missoula on June 24th:
  -OCHE Approval Process
  -Classification Approval
  -Banner Access & Training
-Miscellaneous HR items discussed

-Student Services Staff Development day is scheduled for June 23rd; the area will be covered by student employees from 8:00am-5:00pm

QUOTE FOR MODIFICATIONS TO ENROLLMENT SERVICES/WELCOME CENTER

Mike reviewed the Welcome Center reconfigure and costs. The following items were discussed:
-Microfiche machine placement
-Office furniture
-Items and configure

NOEL-LEVITZ (NL) CUSTOMER SERVICE TRAINING

Mike reviewed the NL Customer Service Training information. He is still reviewing which module he is going to use. There are 12 modules total for supervisors and 6-8 for non-supervisory employees. The modules take approximately 15-20 minutes apiece. Mike offered the training to other areas. The training will be incorporated into the weekly Student Services meeting in the next couple of weeks.

INTERNAL COMMUNICATIONS

Mike discussed internal communications specifically as it relates to items posted on campus bulletin boards and walls. The group agreed that all posted items need to go through Barb McAlmond.
LEARNING CENTER BUDGET REALLOCATION REQUEST
Mike briefed a request from Cindy Yarberry to reallocate budget funds from H01038 to cover AccuTrack upgrade. The software is 10 years old and is very limited. The reallocation is from the Deaf Services index code, which is ending the year well under budget. The group discussed the annual cost of $749. The group agreed to have Jeff review the proposal with Cindy and get back to Leadership.

ENROLLMENT NUMBERS
Mike reviewed the current FTE and headcount. We are running approximately 25% ahead of last year’s numbers for Summer and Fall semesters. We are experiencing a little bit of a lull in advising and registration, which is normal. We have an application deadline and that should get students more motivated. The second summer semester enrollment looks solid for what’s scheduled per Brandi. Dean Bingham asked Mike to give him numbers for the summer sessions.

FY10 YEAR-END EXPENDITURE FOR EQUIPMENT
Russ briefed the expenditures to date. Current state of equipment purchases was discussed.

YEAR-END PURCHASING DEADLINE & PROCARD USE FOR REMAINDER OF FY
The deadline for this FY’s Purchase Orders is today, June 15th. ProCard use between now and June 30th should be coordinated with Tina in the Business Office.

REVIEW OF OLD BUSINESS
Items reviewed:
- Learning Management System will be in place soon
- College Mission Statement and rewrite is currently being worked
- Student Insurance is nearly complete

- Neighborhood parking plan is still being worked on
- University Center is moving ahead
- Campus Security; labs are locked at 5:00pm during the summer
- Greenhouse Gas Inventory is being worked on by Russ and Gary
- MT Tech Business program; there is currently a joint marketing program

COLLEGE COUNCIL MEETING AGENDA
Dean Bingham asked the group for agenda items as he would like to get the agenda out a couple of weeks prior. Items discussed:
- Revisit the timeline
- 2011 Report
- Review timeline for Mission statement development
- Review of the Leadership Retreat
- Mike will give a Fall Enrollment preview

LEADERSHIP RETREAT TOPICS
Dean Bingham asked for input regarding the June 18th Leadership Team Retreat. The Retreat will be from 12:00 p.m. to 5:00 p.m. on Friday. The following items were discussed:
- Where do we want to go as an institution?
- Each area will discuss “Where we were, where we are and where we would like to go”
- Include things such as innovation, organizational development, training and data
- Data needs to be imbedded in everything we do

MISCELLANEOUS ITEMS
- Dean Bingham asked Brandi to take a look at the use of the Core Lab for fall 2010

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