Leidership Team Meeting Summary
Tuesday, July 13, 2010 - 8:00 a.m.
Dean’s Conference Room

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

CONSTRUCTION UPDATE
Gary Frankforter provided the following information:
- Upstairs remodel is coming along nicely
- Airport update meeting was held yesterday and the biggest news is the project is currently 23 days behind schedule
- More and more walls are being torn out
- The group discussed the Trade House and what to do if the house doesn’t sell before the start of the fall semester
- The Donaldson office moves/remodels bid process should begin in the near future

RECRUITMENTS

Fire and Rescue/Program Coordinator: Under review

Nursing Instructor: Under review

Instructor Positions to be advertised: Under review

Gen Ed Division Chair: Advertised

Recruitment Specialist: Advertised

Lab Technician: Will be advertised later this week

New Hires:
- Chris Keener, Nursing Instructor
- Rich Oderman, Computer Support Specialist

HR Items:
- Adjunct letters are being revised due to the incorrect pay dates
- Standard Operating Procedures for Vacancy-Recruitment-Selection Procedures draft was handed out for review
- Work-Study Program Procedures draft was handed out for review
- Kila would like to hold a training session on the new procedures during IR Days and will hold training sessions upon request
- Dean Bingham discussed required training and scheduling of training sessions
- Performance appraisals are nearly complete

FOOD & BEVERAGES IN THE CLASSROOM
The group discussed the directive that food or beverages are not allowed in the classrooms. There was a spill in the Learning Center that required cleaning of the carpet despite the measures taken by staff to ensure no food or beverages are brought into the room. The following was discussed:
-Posting NO BEVERAGE OR FOOD signs in all rooms that have computers
-Regular classrooms have been allowed to have beverages but no food
-The enforcement of the directive is the responsibility of the UM-Helena representative in charge of the classroom
-The directive will be added to the Student Handbook

**LARGE ROOM RESERVATION**
The group discussed a request for a large group to use UMH facilities during spring break 2011. Christy Stergar spoke to Dean Bingham and has taken care of the issue.

**TOBACCO FREE CAMPUS**
Signs have been posted on doors and will remain through the fall semester. Notices have been sent to Helena High School and Access to Success.

**LIBRARY POSITION**
Brandi discussed the new ½ time Library position that is scheduled to advertised soon. The duties of the position have been elevated due to need and increased level of services and will require higher pay than originally discussed. Brandi offered that the Lab Coordinator position be changed to a .75 FTE from 1.0 FTE to off-set the additional salary cost. The change is prioritizing how we want to grow in that area. The group discussed that this year is the first year that the Budget Committee asked that Leadership deal with the staffing request. Russ reviewed the cost if the Lab Coordinator is changed to .75 FTE and stated that the savings would more than cover the increase in the ½ time Library position salary. The two changes were approved.

**ENROLLMENT UPDATE**
Mike reviewed the current enrollment numbers. Our numbers are running close to where we were last year at this time with a 7% increase. We picked up 15 Fire and Rescue students for Helena and 3 for Missoula during the recent Orientation.

Orientations are starting this week with 50 signed up for this week’s and 50 for the next. Mike’s feeling is that we may see a spike before the start of fall. 50% are new students, 25% are transfers, and 25% are readmits. There is a potential that our first year trades programs could fill up.

**LEADERSHIP HELENA APPLICATION**
The group discussed if there would be any interest in Leadership Helena this year. The application was forwarded to the group and names can be submitted to Winnie for submission.

**OCR COMPLIANCE REVIEW**
Winnie will coordinate completion of requested data.

**AMERICAN ASSOCIATION OF COMMUNITY COLLEGES (AACC)**
The WICHE Policy Alert – AACC: Rebalancing the mission, moving from access to completion. The topic will be added to the College Council agenda. The group discussed completion and how to measure it. The group also discussed that the Enrollment Management Committee may be another appropriate group to deal with the issue.

**MISCELLANEOUS ITEMS**
-Opening the labs after hours was discussed; the labs will not be open outside of normal hours.
- Suzanne Hunger has an article published in the July 2010 Recruitment & Retention in higher education newsletter
- Russ Fillner will be the acting Dean/CEO for this afternoon and Wednesday
- Cheryl Lamb, UM-Helena Executive Advisory Board member has identified an individual who will take the lead in establishing the UM-Helena Alumni Association
- Student Health Insurance participation rate so far is 25%

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