COLLEGE LEADERSHIP TEAM
Meeting Summary
Tuesday, July 22, 2010 - 12:00 p.m.
Dean’s Conference Room

ATTENDEES: Daniel Bingham, Brandi Foster, Russ Fillner, Mike Brown, Winnie Strainer, New HR Director Kila Shepherd
Guest(s): Gary Frankforter, Barb McAlmond

MARQUIS UPDATE: Barb provided an update on the Donaldson campus marquis. August 6th is the date of installation and the mason will begin working on the base after install.

CONSTRUCTION UPDATE
Gary Frankforter provided the following information:
- 2nd Floor Donaldson is on track and should be completed before the start of fall semester
- Student Center should be completed this week; new carpet has been installed
- The Nursing area has been approved by UM and will be going out for bid soon
- Airport campus internal demolition is underway
- Missoula has been contacted regarding classroom trailers in the event the campus is not ready for the start of fall semester
- The timeline of construction was discussed
- Dean Bingham assured the group that instruction would happen regardless of construction level of completion
- Advising Center will not be completed before fall semester begins
- Classroom moves were discussed

HR ITEMS:
Fire and Rescue/Program Coordinator: Being re-advertised
Nursing Instructor: Under review
Instructor Positions to be advertised:
Life Sciences Instructor: interviews have been conducted
Gen Ed Division Chair: Applications ready to be reviewed
Recruitment Specialist: Interviews have been scheduled
Lab Technician: Will be advertised later this week

HR Items:
- Request for a temp 20 per week person in Joe’s Café; the group discussed whether or not this would be an ongoing temp need; Funding was discussed
- Kila handed out the Selection Committee Guidelines sheet for review
- Policies to discuss are Criminal Conviction, Children in the Workplace,

OCR SETTLEMENT AGREEMENT COMPLETION DATES
The dates for the OCR Agreement were discussed. Gary briefed that most of the items have or will be taken care of soon.

GRIZ FOOTBALL EVENT
The group discussed whether or not we should continue to Griz Party. Barb briefed that the Quality of Work Life committee opted out of hosting the event this year. The event is scheduled for
Saturday, October 2nd (Griz vs Colorado). Dean Bingham will contact Bill Johnston, UM Alumni and discuss the future of the event.

**Animals on Campus**
The group discussed that we need to address students who have been bringing non-service animals on campus. The state policies will be researched.

**Acquisition of Aviation Aircraft with Senator Baucus’ Office**
Moved to next meeting

**Airport Client Billing Parts Department Software Project**
Moved to next meeting

**Distance Ed Update**
Moved to next meeting

**Western Teacher Partnership Update**
Moved to next meeting

**Accreditation Trip to Portland**
Moved to next meeting

**Current Dual Enrollment Document and Review of HS Transcripts for College Credit**
Moved to next meeting

**Travel and Use of State Cars**
Dean Bingham briefed that the use of state cars should be the first choice prior to using privately owned vehicles when attending business-related meetings/events.

**Advising Center**
Brandi and Mike met with the individuals who will be part of the Advising Center. The furniture drawings are in and will be turned in to Russ. The Advising Center will be located in area where Nursing is currently located. The Center will consist of First Semester Advising, Change of

Program Advising, Transfer Advising, Career Service Advising and Counseling.

**IR Days**
Brandi is beginning the planning for fall 2010 IR Days and asked for input. Numerous topics have been identified as agenda items. This year’s IR Days will be the most informative and busiest ever.

**Solicitors on Campus**
Mike discussed solicitation on campus and will be working on a policy covering the issue. The policy will cover affiliated users of the College and non-affiliated users. The group discussed state statutes covering solicitation in state offices/buildings.

**Defensive Driving Classes**
Russ briefed that all employees who drive state vehicles must attend a defensive driving course. The information will be put out in the near future.

**Miscellaneous**
- Appropriate office dress for all employees to include Work Study students and temporary employees was discussed

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