LEADERSHIP TEAM  
Meeting Summary  
Tuesday, September 7, 2010 9:00 a.m. – 11:00 a.m.  
Dean’s Conference Room

9:00 A.M. TO 11:00 A.M.

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

Guests: Barb McAlmond, Gary Frankforter

RECRUITMENTS

Fire and Rescue/Program Coordinator: advertised  
Gen Ed and Business Technology Division Chair: Applications being reviewed  
Administrative Associate II (Airport Campus): Under review  
Recruitment Specialist: Interviews have been scheduled  
Lab Technician: Advertised (lowered minimum qualifications)  
TRIO Director: Interviews begin tomorrow

HR Items:  
-There is a group that has been put together to visit the children on campus issue  
-Vehicle use by College personnel was discussed; HR is housing the Vehicle Use Agreements; Everyone is supposed to be completing a Request to Travel to Form any time they travel from this campus to anywhere even the Airport campus

LINCOLN PUBLIC SCHOOL
- Barb has been in contact with Lori, Lincoln Principal and the project will continue in Spring 2011  
- IT has been in working with the school and will continue to do so  
- Brandi briefed that some faculty has been involved in the project  
- Dean Bingham briefed that there have been some requests from White Sulphur HS to the extend project to them  
Winnie will setup a meeting in the next few weeks for individuals involved to discuss project items.

UPDATE ON CONSTRUCTION
Gary reviewed the following:  
- Airport Campus heating  
- There is an area of floor that is 1 ½ inch too high. Gary’s recommendation is that the floor be torn out  
- Doug’s area looks like it is still in schedule for September 20th  
- The new entry-way is framed in  
- Donaldson campus has two brand new boilers  
- Gary is going to Missoula tomorrow for the Nursing area bid opening
- Brandi mentioned that the upstairs remodel looks great and she has received a lot of positive comments
- Dean Bingham and Gary will have a meeting re: Airport Construction at 1:00 p.m. today

**Institutional Research**
Brad Eldredge discussed the following:
- Brad is funded by the Title II grant
- 1st thing we need is a data warehouse
- FVCC does not have Banner
- Pull the info in to SPSS or something similar (SASS)
- The programs can handle huge amounts of data that can be manipulated
- Registrar is key (they know what all the fields in Banner are)
- Example: Pulled students grades that are taking online classes vs in-class students; to determine attrition rates
  - Regression model where he has looked at student attrition where they didn’t graduate and didn’t show up anywhere else and trying to lower those rates
  - Get your data together
    - experimental phase
- Is looking at how to improve retention rates
- FVCC is hiring a Classroom Development Specialist; Brad is more the institutional level
- Dean Bingham asked how did they determine what data to go after:
  - pull almost everything into the Data Warehouse
  - What are areas where there is a perceived weakness
    - He would love to have data on how many of FVCC’s students are single moms
    - Could be doing surveys; has to consider what is legal to ask students (FERPA)
- Where do we start?
  - Brad didn’t have a workplan when he was hired

- The researcher has to learn the institutions culture
- Faculty will come to Brad and say they want to know if their students are being hired after they graduate
- Researcher should have a background in:
  - statistics is key
  - Social Science
  - Able to manage a database
- Is there enough in the MUS Data Warehouse?
  - Data is standardized and may not be recognizable
- Answers reporters questions re: the institution
- Pulls the data for specific requests
- Economy has driven some one time things happen
- UMH has full technical programs right now
- FVCC Trades programs are booming as well but in the Flathead Valley the prospect for employment isn’t very good
- UMH is currently 45% in transfer students
- Mike asked how much IPED’s data do they use?
  - Not very much beyond the demographics
- FVCC is exploring doing a degree audit on their students
  - Mike mentioned recapture programs; students who are only 6-12 credits short of obtaining a degree

The group discussed data collection:
- Data Dictionary
  - Financial aid info
  - Don’t know if there is one person that can give us all the data we need (they are very decentralized)
Dean Bingham discussed:
- 3 pieces; Finance, Retention,
- Indicators for Accreditation
- Retention is a definite
- We do not have the expertise to be able to pull specific data from Banner
- We need to take an inventory to determine what we are currently doing
- We need to know what questions to start with
- Russ mentioned that UM has a lot of queries
- We will need to buy additional servers to store all of the data we want to maintain
- The group discussed starting small
  - Retention
  - Grades and pass rates in developmental courses
- Mike can prioritize Student Service items, Brandi can do the same for Academics
- Leadership will each bring some data items to the next Leadership meeting
  - Up to 5 types of data
  - What changes could be effected by the data collection
  - Inform the College Council of data collection
  - TRIO grant funds

**On-Campus Experience**

Russ briefed that we have On-Campus Experience students who are taking spots from regular students who unable to get in full students. High School students are tuition-free and regular students pay full tuition. The group discussed the drop dates. 17 HS students enrolled in various classes that were full or needed to bump caps to allow for tuition paying students. The cost so far has been estimated as a $7700 loss of revenue. The loss of revenue isn’t the main concern is are we doing our regular students a disservice. The group discussed moving the non-pay drop date up and shortening the On-Campus Experience window. The group decided to leave the dates as they are

**Miscellaneous Items**

- Russ briefed where IT is at in the Lincoln School Project
- Front Desk Phone call tracking:
  - Financial Aid is the most requested (40 calls a day)
  - Admissions (20 calls a day)
  - Registrar (>20 calls a day)
- The group discussed that the data may be skewed due to start of the semester; the data collection will continue
- Coverage of the Cashier’s Area
  - 2 week period there were 96 hours of additional coverage from Business Office personnel
  - Laura is answering the phone and needs additional help to cover the window
- We currently have no additional capability to add new phone lines
- Dean Bingham would like to bring this topic back in the beginning of November 2010

**Items from Dean Bingham**

On-line Notice via Text Messaging

Dean Bingham discussed with the Helena Police Department to provide an emergency text message blast to students and employees; we are working on incorporating the service
- Review of Student Printing Procedure will be folded into an IT Policy
- ECDS draft policy was discussed; Dean Bingham reviewed some information he received from Tina; two areas of cell phones are used on campus Verizon & All Tell; the group discussed the issues; Dean Bingham asked each Leadership Team member go to their areas and determine if there are people being required to be able to be contacted by or for the institution that are not being reimbursed or does not have a state-paid cell phone
- Mike discussed the Posting Policy; Handing out of materials, free speech, and political items was discussed

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