LEADERSHIP TEAM
Meeting Summary
Tuesday, September 21, 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, Russ Fillner, Kevin Brockbank, Mike Brown, Winnie Strainer, Kila Shepherd

Guest: Jeff Block

FIBER OPTIC LINE TO AIRPORT CAMPUS
Jeff briefed that Bresnan, at no cost, ran a new fiber optic line to the Airport campus. Currently, our connectivity to the Airport campus is wireless. The cost to utilize the fiber optic line is approximately $853 per month. Jeff reviewed the pros and cons of the fiber link. The current connectivity costs were discussed. If we don’t address the issue we will into bandwidth problems in the future. The fiber optic line will help IT troubleshoot problems at the Airport campus from the Donaldson campus. Russ reviewed that there are funds available in the IT Fees pot to cover the costs. The line would support the VOIP system should we decide to purchase the system in the future. The group agreed that the fiber optic line is the best option and approved the funding.

RECRUITMENTS

Fire and Rescue/Program Coordinator: advertised

Gen Ed and Business Technology Division Chair: Interviews completed

Director of TRIO Student Support Services: Interviews in process

Administrative Associate II (Airport Campus): Under review

Recruitment Specialist: Interviews have been scheduled

Lab Technician: Advertised

Adjunct Faculty-Online Course Developer and Instructor: Advertised

HR Items:
-Work Study hires were discussed; any individuals employed for over 6 months should have a background check; the cost of the background checks were discussed; The group discussed institutional criteria for all employees. Dean Bingham recommended that Leadership review all policies regarding background checks are reviewed. Kila will coordinate the review.

POLICY AND HR OPERATING PROCEDURES REVIEW
Kila handed out the following for review:
-Determining Reasonable Accommodations in Employment
-Service Animals as Accommodations
-Discrimination or Harassment Complaint and Investigation Procedures
-Sexual Harassment Policy 400.3 update
-Non-Discrimination Policy 400.5 update
Kila asked that all comments be forwarded to her by October 5, 2010

HANDICAP PARKING
Russ reviewed a request from Cindy to increase the number of handicap parking spaces due to increase enrollment. The OCR review identified that the grade of our parking spaces are 2% over Federal guidelines for handicap parking. Currently, Helena Sand and Gravel will conduct their own review of the parking lot construction completed during the Donaldson remodel. The bottom line is
there are no spaces that can be identified as “handicap only” without major renovation to the parking lot. We currently have 2 more than the number of handicap spots required by Federal and State law. The group discussed that in accordance with the CBA there needs to be 3 parking spots identified as “faculty only” as well. Russ will get with Gary Frankforter as to the best route to take and what the final costs would be.

**PRELIMINARY FALL ENROLLMENT**
Mike reviewed data prepared by Barb McAlmond. The handouts will be used for the UMH Budget Review to BOR.

**EXTERNAL COMPONENT OF THE MISSION STATEMENT REVIEW**
The following dates have been setup as External Component review of our Mission Statement:
- Chamber of Commerce 22nd September 3:30pm
- MBAC 23rd September 4pm
- Legislators 29th September 6pm
- Public Schools 14th October 10-11am
- BOR Listening Session October 26th 8am-12pm
- Hometown Helena 30th October 30th 7am

**TRIO UPDATE**
Mike reviewed the current information regarding TRIO. The group discussed the temporary location of the TRIO offices.

**BOR AGENDA**
The September BOR meeting is at UM-MT Tech in Butte on September 22-23. Dean Bingham has a UM CEO meeting today at 4:00 p.m. in Butte.

**INSTITUTIONAL RESEARCH-DATA**
The group discussed institutional research and data and how to proceed. Mike is going to inventory all the data points that his area has access to. An objective is to determine what the benchmarks should be based on our history and external items. Brandi reviewed the items from her area. Dean Bingham tasked the group with identifying projects by spring 2011.

**CAMPU S EMERGENCY RESPONSE INFORMATION/TRAINING**
Dean Bingham met with Tori Keltner, Helena Police Department and Jim Lemke in regards to campus security and Campus Emergency Response items. Dean Bingham will work with the Facilities Safety committee and discuss how to proceed. The group discussed if an MOU with HPD and the Helena Fire Department is needed.

**DEPUTY COMMISSIONER POSITION DESCRIPTION**
Dean Bingham forwarded the Deputy Commissioner of 2 Year Education position description for Leadership review and input. There will be a discussion at the BOR meeting in Butte this week.

**FACULTY SUPPORT CENTER FOR 2010-2011**
Brandi reviewed the current information received from Sean Scott. Brandi will request a budget plan from Faculty Senate. Mike briefed that Student Senate
proposed and approved a budget last week.

**Program Area Policy Development**
The group discussed current policy development in institutional areas. Dean Bingham asked that each member bring their area policies to the next One-on-One meetings with him. The policies should relate to areas/items Dean Bingham may have to mitigate a problem/issue.

**Welding Booths**
Dean Bingham reviewed a plan re: Welding Booths for the Airport Campus.

**BOR Budget Proposal**
The group reviewed waivers and the costs from last year. The following waivers were reviewed:
- CTI
- Online Fee
- Dislocated Worker
- Dual Credit
- PAL
- Native American
- Veterans
- Senior Citizens

**Miscellaneous Items**
- Dean Bingham asked that each area review current phone lines and determine if each line is needed.
- Copier use was discussed and the possibility of a copy center

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