ATTENDEES: Daniel Bingham, Brandi Foster, Russ Fillner, Mike Brown, Winnie Strainer, Kila Shepherd

Guest: Kevin Brockbank

HR ITEMS:
Fire and Rescue/Program Coordinator: Recommendation made
Lab Technician: Interviews being conducted
Academic Advisor-TRIO: Interviews being conducted
Program Assistant-TRIO: Interviews conducted
Adjunct Faculty Spring 2011: Advertised
HR Items:
-FMCS Labor Relations Training
The group discussed schedules and possible attendees. The training is scheduled for January 10-11 in Butte. There will be training at UM-Helena in summer 2011.

AIRPORT CAMPUS STUDENT CONCERNS
Kevin briefed the group on the Airport campus plan for spring semester. The following items were discussed:
- There are currently no plans to hold any Airport campus classes on Donaldson
- Classroom needs were discussed
- The second floor Computer Lab will need to be up and running
- All plans are dependent on what classrooms are finished
- The lighting issue
- Student concerns

LEGISLATIVE PRESENTATION
Dean Bingham reviewed the plan for the upcoming Legislative presentation. The tentative date for the presentation is during the week of January 17th.

RECENT DISCUSSION ITEM- STUDENT HOUSING
Dean Bingham briefed the group on his recent discussion with various groups about UMH Student Housing. The potential will be explored with a profit and non-profit agency. There is a possibility that there would be a presentation to the 2011 Legislature.

UMH DISCUSSION ON TWO YEAR EDUCATION
Dean Bingham reviewed the information discussed at the Two Year discussion at the MT-Tech COT in Butte.

HOLIDAY WORK SCHEDULE WRAP-UP
The group discussed their holiday schedules.
NWCCU Core Themes Training
Ron Baker will be at the Commissioner’s Office on January 5, 2011. He will be providing Core Themes Training. The list of attendees was reviewed.

Brandi reviewed the Evaluator Training that will be conducted at UM-Helena on January 6, 2011.

Mission Statement/Core Themes Review
Brandi reviewed the Mission Statement and Core Themes Review conducted by College Council. Brandi will compile the data and is tentatively planning on sending the information to the campus community by the end of today. She asks that everyone review the information carefully.

The Report One has to be received by NWCCU no later than March 1, 2011. The deadline for the all information to be to Brandi is February 15th. The Report One also requires that we respond to Recommendation 1. Brandi will attach the Recommendations to the email she is planning on sending out today.

Updated Phone Call History
Russ reviewed the updated phone call log. The Cashier’s Office has been logging the number of phone calls received September 7th thru December 10th. The primary reception line location was discussed. Jennifer has been taking the phone calls in the afternoon.

Dean Bingham asked that Mike check with other similar institutions as to the location of their main phone line. The group agreed that having a person answer the phone is important.

Professional Development Request
Mike reviewed current professional development requests. The remaining funds will not cover all of the requests. The requests were reviewed by the group. Due to budgetary constraints the requests were prioritized.

COMPASS Testing Lab Proposal
Mike briefed the COMPASS Testing Lab proposal. The schedule was discussed. Russ will check into the mobile labs. The testing is web-based and does not require software. Internet access is the only requirement.

Miscellaneous
-4 Mobile labs; Russ reviewed the contents of the current mobile labs
-Russ reviewed a list of areas that need new furniture; feedback from each area is requested
-Budget Mod requests were reviewed; both requests were approved
-Russ reviewed information re: interest in the Trade House

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