COLLEGE LEADERSHIP TEAM
Meeting Summary
Tuesday, May 6, 2011 - 9:00 a.m.
Dean’s Conference Room

ATTENDEES: Daniel Bingham, Brandi Foster, Russ Fillner, Mike Brown, Winnie Strainer, Kila Shepherd; Guest: Jean Bailey

GARY FRANKFORTER CONSTRUCTION UPDATE
-Airport Campus is being wrapped up
-Gary has one final punch-list
-New projects to be completed
-Exterior painting
-Jackson group will finish landscaping
-Roofing project has gone out to bid
-Noise dampening in welding area
-Donaldson projects for this summer are the south parking lot

-Furniture move items
-Timeline of moves
-Goal is to have move completed by fall semester
-An employee of OCHE will be relocating to UMH; her office furniture will be relocated from OCHE to UMH
-We need to get bids on TRIO furniture for 6 offices
-Jean will get with Kevin about the water damaged furniture at the Airport
-Multi-use areas at the AP campus were discussed; Mike, Gary, and Jean will work together on the design and furniture ordering
-Maintenance will be working on the cold-storage area
-Any items not tagged will be thrown out
-Jean will send a message to faculty that by May 13\textsuperscript{th} any items not tagged will be thrown out
-Old paint booth needs to be utilized or discarded; Gary suggested putting the booth in cold-storage

Safety Committee
Gary reviewed an item from the Safety Committee. He reviewed a hand-out of Chapter Four “Setting up the UM-Helena Emergency Housing Center”. Based on Gary’s research in other area emergency services the committee is recommending that Chapter Four be scrapped. The group agreed that the Chapter should be removed.

VACANCIES
Trades Technology Division Chair: Open
Admin Associate III: Open
Temporary TRIO Tutors: Open

HR ITEMS:
Performance Plan Draft
-Kila reviewed the forms and process
-The timeline was discussed
-Kila will provide a timeline
-Kila asked that Leadership provide feedback back by May 13\textsuperscript{th}

Children on Campus Draft Policy
-Kila handed out the draft for review
-Feedback due to Kila by May 13th

Summer Attire
-Kila reviewed a handout outlining the UM-Helena
-We will adopt a Casual Friday which is defined as jeans (no holes); sleeved shirts, no flip-flops
-Kila will be sending the message out campus-wide

Commencement
The group discussed the schedule and script. Last minute changes to the script were discussed. Two of the GSE Team visitors from Tasmania, Australia will be participating in the ceremony.

Board of Regent’s Meeting
The group discussed the Board of Regents meeting in Kalispell on May 19-20.

Summer Academic Schedule
Jean reviewed the academic schedule for the summer. The group discussed the courses scheduled for the summer. There have been some summer sections added. We have added some sections for fall as well.

College Visioning Day
Monday, May 9th. The awards ceremony will be at 11:30 a.m. The visioning day will end at 4:00 p.m. Dean Bingham asked Winnie to put out a reminder email.

Leadership Retreat
Dean Bingham has asked Winnie to find a date during the summer the team can meet.

Previous Meeting Follow-up Items
Jean reviewed the FIPSE grant review. Joyce Walborn has several innovative ideas on how to move forward. The grant is due May 23rd and the recommendation is that we submit a proposal.

-Email blasts from students was discussed and the problem should be taken care of

-NWCCU responded to our Year One Report; Dean Bingham responded

-The Lincoln High School project should be completed this summer

Campus Corps Update
Mike reviewed the current Campus Corps information. The audit from March 2011 was discussed. The recommendation is to finish this current grant cycle and not continue the program. Dean Bingham asked that the grant proposal be submitted as is with no additional requirements.

Miscellaneous
-The group discussed the cell phone reimbursement list
-Mike reviewed the current information for TRIO and possible cuts

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