College Leadership Team  
Meeting Summary  
Tuesday, February 7, 2011 9:00 a.m.  
Dean’s Conference Room

ATTENDEES

Daniel Bingham, Monica Ramirez, Russ Fillner, Mike Brown, Kila Shepherd, Suzanne Hunger, Cindy Yarberry, Gary Frankforter, Sarah Dellwo, Jennifer Schade, and Gigi Bottenfield.

Calendar

Exchange Columbus Day Holiday for Friday following Thanksgiving and exchange Election Day Holiday for the Monday before Christmas was approved by Leadership. New Calendars were emailed out 2/6/12. Faculty, with oversight from the Academic Dean’s office will assure all time is made up for the Monday classes cancelled. We are keeping the 12 week schedule in the summer.

Handicapped Parking

- Parking appeals committee (3 person) and policies will be formed, best for long term solution.
- Require properly used handicapped tags and wheelchair signs.
- All faculty, staff and students must have their vehicle registered.
- Immediate $100 fine if parked in handicapped area.
- 12 stalls approved by committee, could go to 14 if the engineer is able to make it happen.
- Approved 1 Handicapped spot by picnic table for designated students until the end of the Spring Semester 2012.

HR Job Vacancy

- **Adjunct BA/BS- Temp-Posted**
- **Adjunct MA/MS-Temp-Posted**
- **Director of Human Resources-Closing 2/26. Questions will be given to committee**
- **Director of Library Services-Closing 3/16**
- **Psychology Position- was pulled, revamping and will be reposted**
- **Admin Asst. for Student Services-Closed. Questions needed for interview.**
- Workplace Safety Guide must be read by everyone, signed and turned in to Kila.
- All promotion and tenure promotions must go through Leah and have Daniel sign.
- All special contracts must go through HR & Daniel.
• A person must be on the payroll to substitute.

Budget

• End of Budget year is June 30th.
• All purchasing will end for the fiscal year in late May and early June
• The current status of all college finances will be reviewed by Russ and Daniel. Will discuss before next Leadership meeting.

Surveys and Professional Training

• Recommended the continued use of CCSSE then SAILS- (SENSE disapproved) Surveys are done every other year.- Leadership approved
• Professional requests (SunGard, Banner training) approved by Leadership for Shelly Kaiser and Lana Mullaney.
• Professional request (Nursing) approved by Leadership for Sandy Sacry.

Graduation and Student Health Insurance

• Graduation requests for help emailed out for 2012
• Capital High will probably be holding ceremony for 700 to 800 graduates
• Russ and Colleen graciously volunteered to help, any others?
• Insurance is a requirement for students when registering for classes

Academic Planning Calendars and Other FORMS

• Academic Planning Calendars for Jan 2012- July 2013 were passed out
• Offering same classes all three semesters
• Assessing Student Learning Outcomes(SLO) Draft was distributed to Leadership Team
• Request for Independent Study Course Guidelines passed out
• University of Montana-Helena Course Special Fee Form distributed- Monica suggested Mike Weiderhold be the contact person for this form and that Faculty and Division Chairs fill these out. Use current fees and recommends bringing this to the BOR.

Office Wall Request

• Bid from Diamond Construction in the amount of $8664.00 was dismissed
• Russ will work with Gary to obtain other Bids for Russ’s office
New Admin Associate

- Request for a Admin Assoc. for General Ed/ABCOWT
- Need more information about budget, responsibilities, office space, computer, reporting to etc.

Dual Credits at Capital

Academic Dean met w/ Capital High School to work through Dual Credit concerns.

GIS Certificates

Academic Dean’s office is currently working through the process to implement new program at UM-Helena

April 13- College Now!--- PAC---- And Other Important Items

- Daniel encouraged all to attend this conference. Faculty received email with itinerary and location, suggests that staff receive as well.
- Mini Grant by College NOW to Monica- Deadline is March 1.
- Make sure all new grants are sent to Russ 3 weeks before their submission due date.
- Feb 14, College Council still will be held after returning from Bozeman.
- A request for information on compensation will be sent out to the Leadership Team to give feedback to Daniel. He has a conference call (which is Next Friday at 1:00 with President Engstrom).
- PAC (President Advisory Council) will be coming here the evening of April 11 and all day on the 12th. Wanting full participation for that evening. Possibly holding an appetizer and light refreshment gathering at the Archie Bray Foundation.
- Airport faculty evaluations must be done.
- Monica recommended two books for evaluations “Perfect Phrases for Performance Reviews” and “Perfect Phrases for Setting Goals”. Please see her to borrow these books.

- Coffee Counter is doing very well

Meeting Adjourned at 11:58am