College Leadership Team

Meeting Summary

Tuesday, February 21, 2012 9:00

Dean’s Conference Room

Attendees:
Daniel Bingham, Monica Ramirez, Russ Fillner, Mike Brown, Leah Martin, Suzanne Hunger, Guest-Principal Josh McKay(Helena Middle School), Minutes: Gigi Bottenfield

Job Vacancy

- Director of Human Resources is posted and closing date is 2/26/12
- Director of Library Services is posted and closing date is 3/16/12
- Dean of Student Services is closed. Selected candidates will go through HR procedures
- Admissions Representative II is posted and closing date is 3/18/12
- Water Resource Position was removed.

Action Item: Russ will research positions that come under the Perkins grant regulations.

Campus Closure Draft-2

The draft was reviewed and determined phone numbers and revisions will be needed.

Action Item: Russ will edit and the draft will be sent out again to the Leadership Team for review.

Geotechnician Certificate and E-Learning Completions

The team discussed the future plans regarding the conditions and approvals required for this certificate and E-learning courses.

MUSWA and ACT plus (w/ writing)

These two tests are being reviewed and analyzed by the State of Montana. The ACT plus is a broader and recognizable – National form.

Faculty Evaluations and New Forms

The new faculty evaluation form was introduced in the Labor Management meeting. It is slightly different form the old form, but it does have areas for comments and signatures. The Academic Dean is proceeding with annual evaluations.

Marketing updates for courses

UMH is continuing to advertise our new courses and curriculum with postcards, emails and our website.
4/10 Summer Work Week

The Team discussed the 4/10 Work week for the summer schedule. Monica will email a draft form with ideas to the team.

**Action Item:** We will review the draft and continue discussion at the next meeting.

Sexual Assault

UMH is taking a proactive approach. The teams discussed some of the ways to prevent sexual assault on our campus.

- Seminars, Web Based Seminars, Speakers brought in, Classroom instruction
- UMH Personnel escorting students to their cars
- Physical checks on buildings for dark areas and blind spots

State Wide Summit Sexual Prevention on Montana Campuses

An invitation for this conference was emailed out to the College Leadership Team. The meeting will be held at Montana Tech in Butte from 9 until 4 on March 3rd. Russ and Suzanne will be attending this meeting and Suzanne will work with the Student Senate for those who would like to participate.

Naming Criteria

The naming criterion for all 5 College of Technology campuses in Montana is still unknown. Discussion will continue at the BOR meeting in March.

Professional Development

The Leadership’s approval was granted for Mike Wiederhold to attend two conferences in April.

BCBS

UMH is still negotiating the premium costs for student insurance.

Bids on Office

The leadership team approved a bid on office space for Russ.

Upstairs

The upstairs over CE will be cleared, painted and carpeted for future expansion.

Student Payment

Russ is working through this process.

Meeting Dismissed at 10:55