College Leadership Team

Meeting Summary

Tuesday, March 6, 2012 9:00

Dean's Conference Room

Attendees:
Daniel Bingham, Monica Ramirez, Russ Filner, Mike Brown, Suzanne Hunger, Leah Martin, Gary Frankforter, Barb McAlmond, Minutes: Gigi Bottenfield

Job Vacancy

- Admission Representative position is posted and closing date is 3/18/12
- Director of Library Services position is posted and closing date is 3/16/12
- Director of Human Resources position is closed and applications are now being graded reviewed
- Dean of Student Services candidates are currently being interviewed

Construction Updates

The Donaldson Campus is being upgraded with lights, air conditioning vents, sprinkler heads, tiles, and a digital system in the boiler room. The upstairs will be cleaned and painted. Russ’s office is in the process of being taped and mudded and should be complete in two weeks. Parking lot contract start date is in late summer, but contractors might be able to start in May. The air conditioning upstairs is a priority and we will start the bid process.

Action Item 1) Gary will draft a preliminary drawing of the upstairs.

2) Gary will start the pre-bid process for AC.

College NOW Cost UMH

An estimate of costs associated with the renaming of the institution was discussed.

BOR March updates

Renaming of the institution will proceed. Five names for this institution will be discussed. A meeting is set for March 22 at 4:00 in the Lecture Hall for all to attend at UMH to discuss choices for names and College NOW.

Diversity Committee Program
The committee has been meeting regularly and is organizing a program that will be held at UMH in April in which all students, staff, faculty and community will be invited. The program will highlight the past and present history of our Chinese community.

**Action Item: A Diversity Committee Budget will be submitted.**

**Mental Health Counseling**

A “reservation fee” for the no-show appointments was discussed.

**Sexual Assault Prevention Summit at MT Tech**

Leadership and the Student Senate attended this seminar. Pamphlets were passed out. Leadership discussed ways to reduce problems and risk involved. This topic leads into our Health and Wellness Group and the possibilities of expanding out to the community.

**Internal Processes Meetings**

These meetings are a positive avenue to solve any process discrepancies among areas. Attendance has been increasing. An agenda is sent out, minutes are being taken and a facilitator is present. Each area is encouraged to send a representative to these meetings.

**CEO Roundtable Meeting April 2**

The CEO/Dean requested agenda items to be submitted for the April 2 meeting in Butte.

**Action Item: Information for this CEO meeting is to be distributed to Leadership**

**Grant Proposal**

UMH is looking at the prospect of hiring a grant writer for a proposal that focuses on a Federal TAACCCT Grant. The proposal deadline is May 1.

**Action Item: UMH will review potential grant writer names.**

**Travel policy 408**

Review of this policy is put on hold.

**Action Item: Draft will be pulled from the Web. An email will be sent out notifying everyone that it will be handled when the HR position is filled.**

**Campus Closure Draft**

The committee agreed to put this draft out for campus review.

**Action Item: Draft will be put on the Web for 15 days. An email will be sent out.**

**UM Annual Report**
The annual financial booklets from UM were distributed. The report contains net assets, revenues and expenses from the Montana system.