College Leadership Team

Meeting Summary

Tuesday, June 05, 2012 9:00 AM

Dean's Conference Room

Attendees:

Daniel Bingham, Monica Ramirez, Russ Fillner, Leah Martin, Recorder: Gigi Bottenfield

Job Vacancy

- Academic Advisor candidates are being interviewed
- Nursing instructor candidates will be interviewing, the closing date is 06/30/12
- Lab Tech position candidates will be interviewing
- Geo Science/Water Coordinator candidates will be interviewed this week
- Machine Shop Instructor position will be addressed and revised before being advertised
- Psychology instructor position has been filled
- Director of Library Services position has been filled
- Construction Technology candidates will be interviewed this week
- Director of Human Resources–REPOST –HR has been receiving applications and it will be posted until 06/30/12
- Associate Dean of Academics/VP position is posted until 06/24/12

Economic Courses

The committee discussed the level in which the economic courses offered at UMHelena should be in future programs. More evaluation will follow, but it will be reviewed under the Academic committees.

Office/ Business Technology Plan and Position

Handouts were passed out outlining the possible restructuring of the Office Technology Program. More discussion will take place with regards to courses offered and also the needs of this Business Technology instructor position prior to posting.

E-Learning

E-Learning computer/instructional courses which are comprised of electronically supported learning and teaching is currently being developed by Shaun Scott. It was agreed upon by the committee to approve of his continuance of these courses and identify the appropriate compensation method.

“Signatures”

This book of poems from Karen Henderson’s class was presented to the committee. We will have it for review in our library.
NEOCON Conference and required Waivers

The committee confirmed that the students attending this conference (NEOCON –interior Design) in Chicago are required to sign this waiver. The Waiver of Liability is a waiver that protects, defends, and saves UM-Helena, its officers, agents, representatives, employees and volunteers from any accidents or damages that might occur. This waiver is mandatory on all field trips.

Bookstore and Cafeteria Software

The College Leadership committee approved the request for an inventory software program for the Bookstore and the Cafeteria. This program will track purchases, run detailed reports and help with internal audits.

Tipping

Our Fiscal and Plant Director will research the laws involving tipping of State Employees at UM-Helena.

• **Action Item: We will revisit this item at a later date.**

Fall Convocation

UM-Helena will hold a Fall Convocation for the whole Campus to attend. Diversity training will be a component of the event. This day will be sponsored by the Office of the Dean.

2012-2022 Strategic Plan

The final draft of the 2012-2022 Strategic Plan was discussed. The vision statement will be reviewed. Any revisions to the overall document will need to be sent to Mike Brown. The completed plan will be presented at the next BOR meeting.

Name Change

By Spring 2013, UM-Helena’s new name will be in place. The college will shortly start implementing the name, logo and color change. The bookstore is discounting merchandise with the former logo and preparing for the new logo and line of merchandise.

Accreditation

The visit for accreditation to UM-Helena was changed from Spring 2013 to Spring 2014.

Fall Enrollment Numbers

As of June 6, 2012, UM-Helena’s Fall enrollment is even with last year’s and expected to steadily increase.

Mandatory Training
Title IX Federal guidelines sexual harassment, equal opportunities training, etc. will be conducted FY13 and it will be mandatory for everyone to attend.

University Center

A University Center was discussed and it will be the broker of the Community, focus on concepts, academics, and increase connections with other Universities. More details will follow.

New Student Services Dean

Our new Student Services Dean will be coming on board at UM Helena next week. Suzanne Hunger was the interim director and she and Mike Brown will help with the transfer of responsibilities and activities.

Academic Dean Transition

Our current Academic Dean will be leaving at the end of June. No replacement was discussed.

FY13 Budget

The FY13 budget will be brought to the next Leadership meeting for final approval.

Admission Application Process

The Admission application process is efficient and the average review time is less than 3 days.

TAACCCT Grants

The TAA Montana Consortium Grant and the TAA Individual UMH Grant was submitted by our Institutional Researcher last month.

OCR

The Office of Civil Rights interim report was submitted in May. This report detailed UM-Helena’s physical spaces that are accessible as well as the physical spaces that are not accessible and the notification to the public about these areas and what we will do to accommodate these circumstances. The issues of the East parking lot and inaccessible handicapped parking will be addressed in the final report due to OCR on August 30, 2012.

Parking Lot

The renovation to the parking lot has begun and is on schedule. Asphalt and curbing will be installed next week.

Upstairs Renovation

The area above the Fire and Rescue was brought up and future plans and discussions will follow at a later date.
Meeting Dismissed at 11:15