College Leadership Team

Meeting Summary

Tuesday, Jun 19, 2012 9:00 AM

Dean's Conference Room

Attendees:
Daniel Bingham, Suzanne Hunger, Russ Fillner, E. Stearns-Sims, Leah Martin, Guests: Barb McAlmond, Sarah Dellwo, Recorder: Gigi Bottenfield

E. Stearns-Sims

E. Stearns-Sims is the new Director of Student Services. Suzanne Hunger was the interim director. Suzanne and Mike Brown will help with the transfer of responsibilities and activities.

Summer and Fall Enrollment

Sarah Dellwo, the Director of Admission and Records updated the team on current enrollment and how it compares to last year’s figures. UM-Helena is relatively even with last year’s figures, which includes dual credit enrollment. The admissions department has been actively calling students and sending postcards out to those students who have not completed registration. UMH will be gathering additional data on future students.

College Name and Symbol

Barb McAlmond, the Marketing and Communication Coordinator is in the process of getting the new College name changed and possible symbol ready to roll out. Daniel Bingham will discuss the new name July 26th on Hometown Helena. The new name will be implemented July 30th. Information will be sent out regarding our consistent signature and logo for our email, beforehand.

Job Vacancy

- Associate Dean of Academics/VP position is posted until 6/24/12. The applications will be reviewed next week.
- CNC Programming Instructor position is posted until 7/15/12.
- Construction Technology Instructor position has been filled. The candidate will start in the Fall.
- Director of Human Resources position is posted until 6/30/12. Candidates are being interviewed.
- Nursing Instructor position is posted until 6/30/12. Interviews are being conducted.
- Biology Lab Tech position was taken off the Web. Will repost again at .75 time.
- Academic Advisor candidates will be interviewed.
- Business Office Tech position is in negotiations
- Librarian position is posted until 7/8/12.

**Compass Testing at High Schools**

Compass testing in high schools was discussed and put on hold for our local area. The committee determined that this item might be revisited at a later time.

**Veterans Payment Process**

The committee determined that the payment process involving Veterans affairs would be structured with meeting requirements and scheduled payment dates.

**Fall Convocation**

UMHelena will be holding the first annual Fall Convocation on Tuesday, August 21 for the entire Campus to attend. The full day will consist of training on several topics, including sexual harassment, cultural diversity, and anti-discrimination in the work place.

**OCR Report**

The preliminary report to the OCR was filed in May regarding the 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 parking lot and the inaccessible handicapped parking will be addressed in the final report to OCR on August 30, 2012. Pictures will be taken to be included in this report. The parking lot is progressing as planned and the striping will be added this week.

**College Budget for 2013**

The committee reviewed the 2013 budget and it was determined that we have a strong stable budget as it stands. The committee also approved additional positions for the upcoming year. The College Leadership will finalize the budget after all areas have been reviewed.

Meeting was dismissed at 11:05. The next scheduled meeting is for July 3rd at 9:00.