College Leadership Team

Meeting Summary

Wednesday, July 11, 2012 10:00 AM

Dean’s Conference Room

Attendees:

Daniel Bingham, Russ Fillner, Mike Brown, Jennifer Schade, Elizabeth Stearns-Sims, Leah Martin, Recorder: Gigi Bottenfield

Job Vacancy

- Director of On-Line Learning position has been pulled. Chad Williams will continue overseeing this area from an off campus site.
- Lab Technician II position is posted and we have received minimal applications. We will continue to post for a longer period of time.
- CNC Programming Instructor position is posted until 7/15/12. We are seeking other avenues for posting this position.
- Librarian applications were plentiful. Interviews will take place next week. The committee discussed space in the Library and how it will be used for future offices.
- Associate Dean of Academics applications are being reviewed and graded.
- HR Director position will be posted using the SHRM website to capture a broader applicant pool. Leah handed out the fees associated with posting on this site and the committee agreed to move forward with the SHRM posting.

Boeing Higher Education Grants & Sponsorship

UMH has recently been notified that we have been awarded a total of $5000 in scholarships and grants from Boeing. Four scholarships each $1000 were granted to students pursuing degrees in aviation maintenance and machine computer manufacturing. Minority and under-represented students are encouraged to apply to the “Access to Education Scholarship.” Two grants “Supporting Student Professionals Grant “each $500 were awarded to students pursuing aerospace careers.

ALFI Assessment and Follow UP Results

A follow up meeting was held in Bozeman on June 5 to review the two surveys in which UMHelena recently took part in. 58 Institutions took part in this survey across the United States. Our Institutional Researcher attended this follow up meeting. This meeting was intended to help remove barriers for adults entering school. In conclusion, our College’s strengths are in Technology and Finance and our challenges are Outreach and Life/ Career Planning. A factor that seems apparent thought-out the Montana system is Student Transitioning. On July 24 there will be an Academic Leadership Retreat in which this information will be addressed in more detail.
Software Agreement for Continuing Education

A request was submitted for purchasing software under Continuing Education. The committee will revisit this item later after more information is collected with regards to processes and costs.

Budget Modification Request for Academic Affairs

A request was submitted for purchasing software under the Academic Affairs budget. The committee approved the purchase of this software that would enhance the program and benefit the students.

Budget Change Request Form

Russ Fillner presented a new budget change request form. The form will be used for all modifications and changes to a department’s yearly budget. The form must be filled out with justification and approvals. After the form is completed, it will then be brought to the Leadership Committee for final authorization. The form will be available on the G drive under finance.

Light pole Banners

Light pole banners were brought forward and discussed and approved. These banners would be placed on existing light poles throughout both the Donaldson and Airport Campuses. We could possibly incorporate our new College name and logo as well as our core themes.

Meeting was dismissed at 11:40