College Leadership Team

Meeting Summary

Tuesday, September 25, 2012 9:00 AM

Dean’s Conference Room

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

Job Vacancy

- Director of Online Learning position had several applications. The committee is being formed and will start interviewing.

- Assistant Registrar position has been filled.

- Admissions Evaluator II position is now posted. Discussion took place on the length of this posting.

- Associate Dean of Academics position has had strong applicants and interviews will start this week.

- Academic Advisor II final candidates will be interviewed this week.

- Evening Math Instructor position is posted until 10/7/12.

- Division Chair, General Ed position is posted.
**Desk request for Division Chair**

A cost estimate and drawing for a new desk was brought forth for the Gen. Ed. Division Chair position. The committee questioned if the drawings were ADA and ergonomically compliant. Discussion took place on the stability of the existing desk. The committee agreed to revisit this item at a later date.

**Additional Mailboxes**

A budget modification was presented for additional faculty and adjunct mailboxes. The committee discussed space, size of mailboxes actually needed, uniformity and cupboards surrounding the current mailboxes in the faculty area. Before a decision is made, the committee will review.

**Responsibility Structure for Division Chair**

Tia Kelley will be the initial point of contact for this interim position. Nathan Munn will answer Art, Computer and Social Sciences questions. Kim Hoyt and Mikal Wilkerson will cover Math and Sciences. Barb Yahvah will cover Business and Tia Kelley will cover Writing and Oral Communications.

**HCTV Board of Directors**

Discussion as to who should represent Helena College for this committee took place. HCTV stands for Helena Civic TV and “their mission is to bring people to create, produce and deliver and enjoy diverse television programming for and about our community”. This nomination will take place after our new Academic Dean is in place.

**College Braintrust Meeting**

The College Braintrust meeting took place earlier this month and consisted of a consultant evaluating our College with other Colleges. The educator supplied Helena College with a timeline, several templates, and recommendations besides collecting additional data from us.

**NWCCU Year Three Report**

Our Institutional Researcher handed out two documents, one with a graph that aligns Helena Colleges Core Themes and Objectives with Helena Colleges Plan Goals and Objectives. See the attached. (The check mark indicates we have met the criteria and the blank spaces indicate we have not met the criteria yet). The other document was a tentative list of proposed steering committees. Further discussion will take place on this report.
**Professional Development Requests**

Two requests were brought forward under the Professional development requirements and the committee approved both conferences/training. One was for Steve Lewis and the other one was for Leah Martin.

**Budget Request**

A budget request for “emotive” (technological device to enhance psychology teaching and research) was submitted. The committee will revisit this item later after gathering additional information.

**Emergency Notification System/CLERY Act**

Our Student Services Dean is working to complete additional information needed by October 15th to Missoula for this system. This system would notify you if there is an emergency on Campus and it is voluntary if you choose to sign up. Notification would be sent to your email, cell (text or other), home phone or work phone.

**Phone System**

The College is still experiencing some problems with calls coming from the outside into the Helena College main line (6900).

- Complete list of choices are not available, such as who to talk with about academics?
- Choice of not speaking with a real live person, instead of going straight into a canned directory first.

A meeting will be set up. We will revisit these concerns.

**Pre Bor and BOR Meetings this Month in Butte- September 18-20**

Our Dean/CEO and others from Helena College attended meetings at the BOR in Butte this month. These scheduled sets of meetings convene every other month for 2-3 days at various Campuses throughout Montana. Tenure was granted for three of our Faculty. Several from Helena College presented.

**Adult Friendly College**

The Leadership committee discussed ways Helena College can become more Adult friendly:

- holistic approach
- altering hours of operations – more flexible
- evening courses and technical programs
- fast tracking in the summer
- two or three week courses
- easier start for adults that have never taken classes
- walk through application process
- Webpage more Adult Friendly, less text

A meeting will be set up to discuss the Web page and how we can improve.

**Budget Request**

A budget modification request was approved for a HP Laser Jet multi-functional printer to be used primarily in the Business office/Student accounts area.

Meeting Dismissed at 11:00