College Leadership Team

Meeting Summary

Tuesday, October 2, 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 is closed and the grading and reviewing of applications are taking place.
- Admissions Evaluator II position will be posted until 10/14/12. Organization of the interview committee is being formed.
- Evening Math Instructor position has been pulled off the Web until further notice.
- Associate Dean of Academics applicants are currently being interviewed. There were three interviews yesterday, more will follow.
- HR Director position will temporarily be filled by Leah Martin. HR Director position will be posted at a later time. A possible posting for clerical help in the HR department might be considered.
- Academic Advisor II position has been offered to a candidate, but details have not been worked out. Our previous Academic Advisor has been filling in until we have someone in place.

Mandatory Training

The committee discussed the outcomes of the mandatory training that was held in August and determined that several employees still need to go through with this training. The IT
Director is currently editing the films from the Convocation and will be available through Moodle. Those employees who have not received training will be contacted. For future reference, mandatory training will be conducted during Convocation yearly. Convocations will try to be held 4 days prior to the classes starting. Discussion took place on the various ways to enable all employees to be trained in the future. A HR program that incorporates various topics and licenses was discussed. More information will be detailed later.

Budget Modifications

Two budget modifications were brought to the committee; both dealing with networking supplies and were approved.

NWCCU Accreditation

Information was received earlier this week that the requirements for the seventh year have been revised from the NWCCU. The fifth year activity has been removed. Our institutional researcher will recap the timeline and requirements at the College Council meeting next week.

Fall Enrollment Report

Our Institutional Researcher presented a power point presentation which detailed our enrollment stats for Headcount, FTE, high school outreach, retention, returning students, age demographics, programs' preferences, graduation rates, etc...More information will be supplied later through our Academics meetings and College Council meetings.

Professional Development Requests

Two faculty professional development requests were approved by the Committee. The Committee would like information sent to the Committee prior to making any plans by the requestor. This is for presenting at conferences or seminars, also.

Academic Calendar

The committee was in agreement that an academic calendar needs to be in place, preferably a two year calendar coinciding with the Biennial Legislative cycle. Fall Convocation Day will be set before classes begin. Names were mentioned to sit on this committee.

Airport Campus Services

The Committee discussed the goods and services that they would like to see over at the Airport Campus besides some services that already exist. Our financial services as well as our student advising make regular visits to the Airport Campus. The committee discussed possibly a scaled down version of a foodservice and bookstore. Hours of operation, food
selections and staffing were discussed. An additional printer was needed too, because of the computer classes offered.

**Student Course Evaluations**

The evaluations of the faculty and adjunct are conducted twice a year by the students. The first evaluation is completed by selecting the bubbles. The second evaluation is by selecting the bubbles and filling in any additional comments. Tabulation for all the evaluations has not been consistent. We will revisit this item after review of the CBA.

**College!Now and Braintrust**

The timeline and the steps required to implement the College!Now comprehensive mission for the Board of Regents was handed out. Included in the handout were three pages of guidelines and due dates. The fourth page was the Implementation plans (Matrix for Initiatives). The Institutional Researcher will work with the CEO/Dean to complete.

**Banner**

The Banner committee has been making progress and some issues are continuing to be addressed.

**2nd Floor Update**

The Assistant Dean of Fiscal Plant handed out 2nd floor renovation plans (above Continuing Education). Helena College did receive approval for this project at a prior BOR meeting. Bids will go out after the layout plan is revised. Layout concerns consist of maximizing layout space, egress areas, stairs location, hall space, programs use, etc…

Meeting Dismissed at 10.45 AM