College Leadership Team

Meeting Summary

Tuesday, November 6, 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

- Academic Advisor position has been filled and the new employee will be starting December 4th.
- Admissions Evaluator applicant will be interviewed today.
- Director of Online Learning interviews will be starting next week. The candidates have turned in modules as part of their application process.
- Admissions Representative II position is posted on the Web until 11/11/12.
- HR Director Position will be filled by Leah Martin as a interim position until Spring 2013.
- Recruitment specialist (temporary till Spring 2013) position is closed and HR is reviewing applications this week.

NEOGOV

The interim HR Director attended a NEOGOV conference and training last month. This training provided insight into new processes and products such as Perform and Onboard. Perform “measures competencies and automates the review process with full-featured employee performance management solutions.” Onboard is a “web I9 and W4 information system that provides new hires with a positive onboarding experience while reducing costs.” Gaining this valuable information can be integrated with new training software ordered by HR for future hires thus creating less paperwork.
and more accessibility for the hiring departments. This merging of software will help meet all requirements set forth by Federal regulations with forms, requisitions and possible audits.

**Defensive Driving Class**

A Defensive Driving Class will be available to participants. Helena College recommends that we have at least 5 volunteers in order to obtain a substantial insurance discount. Recommended personnel are the employees who use the Hybrid vehicle. Please contact Russ Fillner if you would like to be included in this course.

**Budget Modification for Office Technology**

A budget modification was brought to the committee for approval. The funds will be moved from the Academic Budget to the Office Technology budget. These funds would be used for the increased start up advisory meetings under the Office Technology programs. The committee approved this request.

**Keys**

The committee discussed that keys are to be used by Helena College employees only and no students should have direct access to them. Doors should not be propped open to allow access for others. Doors will be rechecked to make sure they lock properly and all keys will be inventoried. Rekeying both Campus’s is costly and everyone needs to be responsible. The Airport Campus will be moving toward a keyless entry in which a swipe card is used for initial access.

**Budget Modification- NASPA Membership**

The Assistant Dean of Student Services brought this budget modification to the committee. NASPA is one of the leading organizations that is an advocacy for Student Affairs. Funds would be transferred from the general operating budget to Student Services to cover this membership fee. This membership would be an annual fee based on the academic calendar and on FTE. The committee approved this request.

**Helena College License Plates**

The committee discussed the potential cost incurred to develop a Helena College license plate. This would involve the approval of the initial design and upfront costs to the State. We will revisit this item later after reviewing details and guidelines needed with our Marketing Director.

**Bookstore at Airport Campus**

The committee will revisit the request for a modified bookstore at the Airport Campus. The committee will look into store hours, a cash and carry system, the purchase of a microwave and required class items sold by Doug. An estimate on costs is being reviewed.
Scheduling Services for upcoming fiscal years

Helena College would like to expand and meet the demands and the needs of our community. In order to accomplish this goal, we are looking to extend our hours in the evening, open earlier in the morning, have weekend classes, possibly longer bookstore hours, IT coverage and cashiering services. This item will be reexamined after costs are checked and feasibility looked at.

Advertising Outside of Helena

Requirements and regulations to how far we can advertise outside of the Helena area for our College depends on the program we are advertising. The topic was brought up during the last BOR meeting and no specifics were agreed upon. This item will be reviewed in the future.

Stress Free Zone during Finals

Stress Free Zones (Special rooms set aside) will be implemented during the last three days of final exams. High energy foods and chair messages for half price will be available. More information will follow from Student Services and the Student Government Association.

Budget Modification for Starfish Software

The committee agreed to look into this request for Starfish Software in more detail. The initial cost would be covered by grant money. The second and third years, Helena College would have to contribute $15,000 per year. There are many benefits to this package such as financial transparency to counselors and instructors for individual students and more. The timeline, if software is user friendly for faculty and others and if package features will be utilized, is a factor in purchasing Starfish. An initial demonstration was given last week in the Lecture Hall. Information will be distributed throughout the College for more feedback.

Teen Dating Violence Presentation

Helena College will be collaborating with the local high schools and Carroll College in a presentation on Teen Dating and Violence. Ellin Stebbins Waldahl is slated to be the guest speaker. More information will follow with details.

Behavioral Assessment Team

The Assistant Dean of Student Services is in the process of organizing this team which will be made up of individuals throughout both Campuses. These individuals will be the initial contact if any crisis should arise.

Budget Modification for Hallway Lighting

The committee approved the budget modification allowing the ceiling to be lowered and lighting installed throughout the hallway in the Student Services area. This reallocation would cost about $1600.
Budget Modification for Used Needle/ Blade Containers and Baby Changing Tables

The committee approved the purchase of these items for both Campuses which would cost around $1100 dollars.

Budget Modification for Desk chairs

The committee approved the purchase of four desk chairs in the Nursing area which would cost around $1300 dollars.

Professional Development Requests

The committee approved two Professional development requests. One request was to attend the American Chemical Society National Meeting in April 2013 by one of our General Education instructors. The other request was to attend the Annual Course Technology Conference by one of our Office Technology Instructors in March 2013.

Adult Friendly Grant from OCHE

The committee discussed the availability of a $10,000 Grant through OCHE. Our Institutional Researcher will head up the writing for this grant which is due on the 14th.

BOR Meeting

The next BOR (Board of Regents) meeting will be held on November 15th and 16th in Missoula. Helena College is submitting two professional certificates in E-Learning, one professional certificate in Geoscience and a remodeling request for the second floor areas in the Donaldson Hall. The Dean of Fiscal & Plant and the CEO/Dean of Helena College will be attending this meeting.

Required Training

The Dean of Student Services will be contacting certain individuals throughout the Campus to be a part of required training throughout Helena College. We will have more information later.

Field Trip Approvals

A new procedure will be in place for the Spring of 2013 requiring certain forms to be completed for Field Trips. Consent forms must be signed prior to final approval. The faculty will be receiving packets explaining this process.

Student Insurance

The student account representative and the Dean of Student Services are resolving issues related to student insurance premium payments.
College Council Agenda Items

The Leadership committee agreed that any sensitive issues or controversial items should be addressed with the College Council before going ahead with those items or topics. Helena College is sensitive to all the needs of its employees and students and community. The committee discussed the current display and the positive and negative comments received. If a committee has anything listed on their agenda that is somewhat a grey area, please submit your request to College Council.

Meeting Dismissed at 11:40 AM