College Leadership Team

Meeting Summary

Thursday, December 20, 2012 10:30 am

Dean’s Conference Room

Attendees:
Daniel Bingham, Russ Fillner, Mike Brown, Elizabeth Stearns-Sims, Jennifer Schade, Leah Martin, Sarah Dellwo, Mary Ann George, Tia Kelley, Mike Wiederhold and Recorder Gigi Bottenfield

Upstairs Renovation

The 2nd floor renovation will be starting on December 26th. Mosaic was contracted as the architects, CTA is the engineering company and Wadsworth Builders will be the contractors for this project. Completion date will be sometime in mid-March.

2013-2014 Academic Calendar

The 2013-2014 Academic calendar draft was presented to the committee. Discussion took place regarding possibly changing Spring Break date to better coincide with the Helena School District. After careful review and discussion the committee approved the calendar. The Director of Admissions and Records will be sending the ratified 2013 -2014 calendar out in January.

Gifted and Talented Program

Helena College will again host the Gifted and Talented children from our area on May 31st. The Committee brainstormed ideas for a campus project in which the students can participate. The main idea for this project is centered on “giving back to Helena College”. A book drive, a fire truck wash and a mural were discussed. The committee will take this information back to their areas to get additional feedback.
Experimental Aircraft Association Chapter Meetings

The College Leadership reviewed a request made by a student to hold the association meetings on the Airport Campus. Points that were brought up included: impact on maintenance staff, benefiting the students, and our policy on priority room reservations. We will revisit this item at a later date once Student Services look into it.

Next BOR Meeting

The next BOR meeting will be held on January 8th on Helena College’s Donaldson Campus. The meeting will begin about 9:00 and end around 1:00. This will involve several different departments here. The IT department will be in charge of setting up all the video and computer needs. The maintenance will take care of table arranging and parking issues. The food and snacks will be arranged by Food Services. Rooms have been reserved and they will be used throughout the institution by Regent and Board members. This will be a normal work day. Classes will not be in session so no students will be around.

Reception and Rotunda Days

Tentatively, The Airport Campus will be hosting a reception for the BOR members, legislative personnel and community on the evening of March 7th. In addition to this reception there will be 5 or 6 Rotunda days which will take place throughout the Legislative Session. The first one will be featured 3 weeks into the Session. Each Rotunda Day will feature a theme and run from 9 until 12. Once specifics are ironed out, information will follow.

Moodle

Moodle which stands for “Modular Object-Oriented Dynamic Learning Environment” also known as our course management system is used here at Helena College. The committee discussed the need for up to date training for employees. Starfish will be implemented soon and Moodle training should supersede this new software. Moodle training will be posted.

Staff Senate Goals and Release Times

The staff senate president explained to the committee that there are challenges with attendance, release time and time involved on projects. Permission needs to be granted by supervisors for staff to attend these monthly meetings which take place on Friday afternoons.
HR

- Toby LaMere will be working full time as Custodian.
- Scott Pocklington will be working part time as Custodian.
- Administrative Associate to the Dean/CEO position is posted and will remain on the Web until 1/13/13.
- Director of Online Learning position is posted until 1/1/13. Grading is being done as applications come in.
- Division Chair position will be filled by the interim Tia Kelley.

Accident Forms

The committee discussed the current accident forms. There are currently several forms, some outdated in different locations (web, H drive, and personal drives). HR and Student Services will work on getting the correct forms in one location in which students and employees can access.

New machine at Airport Campus

The Interim Director of Academic and Workforce Development brought over some samples of what the new machine can produce. The new machine can produce a hard plastic prototype that would mimic a metal counterpart, thus saving costs associated with metal samples.

Safety

Safety is a high priority concern for Helena College. Notification using cell phones, texting, etc. is being worked in conjunction with Missoula. The committee discussed the possibility of having a mock drill and possibly hiring wandering security guards. More information on this topic will follow.

Internships

The committee discussed academic criteria involved in student internships. GPA and not being on academic suspension should be looked as a component of the criteria. Details will be reviewed.

FY14 Budget Review Process

Budgets are due on January 11th. Leadership will review each budget before taking them to the Budget Committee. All information for submitting budgets was sent out to the Budget Committee via emails.
**Position Request**

Helena College will be looking into changing the Coffee Barista position to a full time-10 month position. This position is tied to revenue brought in and has been doing very well. The Committee discussed the possibility of an expanded menu and revamping the look of the area. This position will be advertised and the normal recruitment situation will be completed.

**Professional Development Request**

The Leadership approved a professional development request for a faculty member to attend a conference.

**Meeting Dismissed at 12:15**