College Leadership Team
Minutes
Dean Bingham’s Office – 2/19/2013

In attendance: ☒ Daniel Bingham
☒ Elizabeth Stearns-Sims
☒ Leah Martin
☒ Russ Fillner
☒ Michael Brown
☒ Mike Wiederhold
☒ Tia Kelley
☒ Jennifer Schade
☒ Summer Marston

The meeting began at 9:00 a.m.

HR Positions

Disability director - Four interviews scheduled. Should be wrapped up Tuesday next week. Candidate pool looks good. Four candidates seem to fit the bill. Cindy has decided to stay part-time through graduation to provide continuity for students. She is leaving because of her father’s ill health and has obligated to spend time to him beginning in March. Cindy will provide a schedule. Will hopefully have an overlap of 20 hours with the new person. Most applicants are currently employed, so waiting until March shouldn’t be a hardship.

Associate Dean - Closes on 3/1/2013. Currently 19 applications. A couple seem to be good candidates, Leah will know more after looking at all applications.

Admissions Counselor - Closes on 3/20/2013. Currently 13 applicants. Leah reviewed the applications at the end of last week. Hasn’t seen the new ones. Leah will discuss with Barb.

Director of Online Learning - Judy Siler will start 3/4/2013. Leah discussed the start date with Chad Williams, and they will work out a transition plan.

Administrative Associate, Airport Campus - Will be recruiting for an administrative associate at the airport campus. Vicki leaving on 3/4/2013. Mike Wiederhold, Jennifer Schade, Elizabeth Stearns-Sims, and Leah will review job duties. Now is the time to look at this position. The job duties need to be delineated. Supervision needs to be discussed. Will keep as a 10-month position. Maybe use as cashier for potential airport campus bookstore. This position needs to be busy and involved.

Leah stated we will need to post Michelle Holts and Robyn Kieslings positions – Michelle will be retiring at the end of the semester and Robyn is on a one-year appointment. Postings will be done sometime this week.

Leah reported that Leadership met to review additional NeoGov training. This training was in regards to Performance and Onboarding. After viewing the training, everyone agreed to move forward with the purchase. Leah will to send a PO to the business office and to get all the HR paperwork.
Training Modules

Therese and Leah will start training on modules in next week or two. Leah will set up and take a look at the process. There may be components for faculty and training. Faculty are asking for a mentoring program, maybe something could connect back to OWL. Staff senate has asked to be in charge of OWL and this should not be fragmented, but perhaps mentoring could come out of OWL. Good for adjuncts, including dual-enrollment adjuncts.

Elizabeth asked about training modules and will get with Leah and let her know which modules she is interested in. Adjuncts will also have access to modules. Leah sent a test email to contact adjuncts and has compiled a list of who is and isn’t using the college email. She will follow up with those who are not.

Presentation of Award from NAMI (National Alliance on Mental Illness)

Nathan Munn has coordinated efforts for a NAMI proposal on raising awareness of mental health in MT. Students helped, and the college is being awarded a $500 prize and cruise. Nathan requested the award presentation be tomorrow. It was decided to table this until next week so discussion can be held on things like how to raffle, where $500 goes (going to help psych/soc club), etc. This had been discussed and parameters were given to Nathan. Tia will work with him. Award is formal presentation of award to college. Need press release, venue. Money has to be given to and come out of SGA. It will take some time to get the club organized. It has to go to senate for a vote. Students will present it to Barb. Russ stated this was done and there are minutes documenting this and an index form was submitted. Need more time from Marketing and Communication standpoint to set up a formal presentation.

Registration Guide

Currently being finalized, completely retooled. Meeting today about the catalog. Notebooks were distributed to faculty that Tia oversees, and they have until 3/1/2013 to make changes. These notebooks contain a file that will be forwarded throughout to try to catch errors. Jennifer will make changes. Student services have portions to make changes. The catalog will contain more academic policies. Faculty are responsible for any new classes, checking credits, course descriptions. Faculty knows everything is tied back to sound documentation, and every faculty member has to sign and date when they reviewed it. This process allows for each step to be checked and allow for ownership where belongs.

Graduation

Group met Friday and moving forward. Leadership usually makes recommendations on the speaker. The stage is structurally sound, however, the carpet may need unrolled for some time and stored correctly in the future (possibly using a Sonotube). Russ stated Gary has a plan to make sure the carpet is unrolled and flattened in time so it does not buckle. The steps are good, but no handrail currently. Maintenance is working on the handrails. Borrowed ramp from Helena High last year, however, we will need two ramps.

Joyce Walborn is doing reception, which will last 1 hour and feature a jazz band. Next year, the college plans to make a concerted push for student service directors to march with faculty. The time for getting caps and gowns, support outside of the directors, and budget shift does not allow it to happen this year.

Speakers were discussed. Two years ago, Representative Bangerter was the planned speaker. However, political issues prevented her from speaking. Possible speakers for this year were suggested: someone from Boeing (Eric Smith is the CEO here in Helena), the new CEO at the hospital, President Dennison, Commissioner Emerita Sheila Stearns, BOR Chair Angela McLean, possibly an alum who has gone on and succeeded, Past Lt. Gov. Bohlinger.

Starfish

Going well. Right after spring break, staff will start working with faculty. Very intuitive once get into it. Support number from user standpoint is 6903.
Dual Enrollment
High school visits seem to be going well. Dean Bingham and Tia have visited with 5 schools now. The principal in Seeley is concerned with credentialing of faculty to teach, and Dean Bingham will be talking to the Two-Year Council about the BOR policy on this concern. Three more meetings this week with Boulder, Three Forks, and Townsend. No conversations are related to trade programs yet, but maybe with Helena High. The meeting with Capital High went well.

Legislature
A bill that will allow students to carry weapons has passed out of committee and headed to house floor. The sponsor is also the committee chair. OCHE is watching closely. Thinking is that it will end up in court if it passes.

Budgets
Russ received a letter from OCHE regarding fee increases. Any fee increase, mandatory or course, in excess of 2% must be documented heavily to show justification. If the fee also includes salaries (for example, residence hall fees – none at Helena College are), there is an allowance to account for pay raises and changes to benefits. For fees that may need to go up due to supply cost increases, try to get average cost. There is no moratorium on new fees, however OCHE states they should be an extremely rare occurrence. Cost of doing business, going after present law, can also affect fees. Some that may need increases above 2% increased fees include sciences (chemicals, dissection, etc.), nursing, welding. Deadline to get the budgets to OCHE is 4/1/2013. Leadership needs to approve in the next two weeks, then UM. Parking may need to go from $10 to $15.

Plan is for leadership (except Mike B) to review budgets on Wednesdays from 3:00-5:00 p.m. from now through the end of March. Next year’s budget will likely be smaller than this year.

Spray Booths
The estimated cost to move the spray booth from in Great Falls is $15,000 for the small one and $30,000 for the big one. This includes moving and set up, all electrical, exhaust, etc. The small one would fit where it was planned to put it. Both designed to be inside a building. The small one is not heated. The big one requires a pit (downdraft system?) and will require a new place to locate it. The small one has cross-flow system, so will not need a pit. The mover is relocating to Spokane in May, so there are only a couple months in which to make happen. Russ has not talked directly to Great Falls. They are currently assembled in the lab area at Great Falls. Dean Bingham requested more specs on sizes, if the bigger one can be converted to cross-draft, and Russ will get this information. Campus was looking at $45,000 for a new one.

Key Fobs at the Airport Campus
Seem to be working, no issues yet. Looking at scheduling locking of exterior doors in lab areas. Instructors can do so with double-swipe. Unsure if they have to do so at every door. Thinking is the fobs are zoned, so should lock all if an instructor swipes at one door. Mike W. will check with Gary. Russ will check with Burdicks and Gary to see if there is a timeframe to start at Donaldson campus.

Donaldson Construction
Seems to be progressing. Final determinations on furniture this week. GED testing requires students be 4 feet apart. If they use every other for this, makes sense so there can be 5 units against the wall for purposes other than GED testing. The wall up and Shelly’s door is there. Painting, taping, mudding still to come. The door may be done on other side, but it is still closed up. A dip in middle of the concrete was discovered and is being fixed. Elevator is here, will be installed in anticipated timeframe. Lighting should be here in time to have installed during spring break. Electrical issue taken care of, all properly grounded and to code. Contractor fixed at no charge.
Accreditation Update
Mike is working on wrapping up learning outcomes. Accreditation, college council, putting in baselines. Self-study will begin next week. Finishing up enrollment / retention for next spring. Dual enrollment increased by 70 students, up to 240. Even with new students coming in, there may be issue with retention.

Community College Survey of Student Engagement (CCSSE) Survey
The email went out from Dean Bingham’s office for the CCSSE survey. Mike will pull together survey team and will be coming into classrooms to do survey second half of March.

Student Survey
Find students who took survey 2 years ago, and offer online. Was done in Writing 101. Survey those still here after 4 semesters.

Professional Development
Set up deadlines for fall and spring, will hold reserve in case opportunities come up that cannot be predicted. Probably come up with more formal scoring rubric to evaluate and pick out individual merits. Professional development budget 40-45.

Perkins
Conference call regarding Perkins. OCHE is looking at pushing for development of welding programs in institutions that do not currently offer welding. Most Perkins keeping at status quo. Some schools are using Perkins for coursework prior to beginning of semester to allow student trial at the program and see if they are a good fit. Mike is looking into.

Unsure on the status of reauthorization. Cutting back so schools cannot fund any new position out of Perkins. All of Helena College positions are on solid money with the exception of a few special projects (Chris for 2 more years, Tia one more year, Marcy should be done this year). Everything else has been moved off. There is an issue with Perkins this year regarding welding. Mike has communicated with Kali at OCHE and will get proposal to her this week. Term it ‘Metals Fabrication’ instead of welding. Dropping the purchase of welders and purchase a 120-ton press. Looking at machine shop, automotive, maybe aviation. Mike told welding that everything associated with Perkins is on hold and needs to be cleared with OCHE. Will go to Kali this week. Items are all over $5,000 and under $25,000. If a specific brand is chosen, it needs to be justified.

Rydin Decal
Jennifer had a webinar with Rydin Decal to learn how their process works. Helena College typically sends out 1,500 permits. Last year tickets were $500-800. Rydin can generate reports. Jennifer thinks the cost would be worth the time she spends on parking, estimating she spends about 15 hours a week, and Laura and student workers work on it as well. There is a product tour that shows the process from beginning to end. Jennifer gave the group a handout with a breakdown of the cost.

Rydin would set up mini portal that could be linked from the Helene College website. Applicant applies online and purchases the pass. They get temporary one to print out until the permanent one comes. If the student has permit, the tag is scanned. If there is no tag, enter license number. IT department sets up ‘guest list’ give Rydin a CSV file to upload student IDs. Rydin issues the ticket to the owner of the vehicle. The ticket comes from Rydin, is emailed to the student, and placed on their bill. Some questions were raised regarding if the owner of the vehicle is not a student. Helena High is successfully using Rydin. Jennifer will set up webinar with Rydin and leadership during a leadership meeting. Rather make easy and keep students close to campus to avoid community issues.
Parking is a noted challenge for the students, and the current process is very cumbersome. Parking can be considered cost of attendance, but is elective, so this needs to be considered if the cost is going to go up. Some students would still need to purchase parking tags in person, and this can be done through Rydin. It would be good to push as many to web as possible, and eventually most will.

**College Committees**

Dean Bingham distributed a handout showing the institutional committees and how they interrelate that needs updating. Also need a list of non-institutional committees list needed – senate committees, task force committees, department meetings. During evaluation, only committees being evaluated are institutional committees. Some staff may be on many committees that are not institutional. Trying to get handle on what is out there. Trying to work through ‘is’ or ‘may be’ on committee. Everyone in the institution should be on a committee. Need to push out language definitions as to what is committee v. task force v. work group, etc. A task force should come out of something and be attached to something, not ongoing. Institutional committees meet once a month, are required to take minutes, and are required to post minutes on the web. Attendance and contributions to committee needs to be documented. Summer is working on compiling a list of non-institutional committees.

**Performance Funding**

President Engstrom will be having a meeting at UM on 4/10/2013. Attendees will include leadership and a few faculty, people who have best interest in performance funding. Some individuals may be hit harder by PF than others. OCHE and BOR pushing hard. Graduation rates will be a part of it. We need to think and strategize. Time to give input to President Engstrom is the April meeting. Needs to come as voice from institution. Time is short. Need to get on it. Dean Bingham gave handouts to use as a foundation for conversations with staff and faculty. The answer is not to dummy down or require higher testing. Critical – in favor of writing across curriculum, take gen ed and incorporate into program. Take steps to bring faculty trained to certain level. Outcomes will force the issue. Need communication to work together.

There will be points awarded for different aspects. Helena College has no entrance standard into most programs. Need to get students engaged. To be an institution of first choice, need to raise standards and everything else rises. Still have to accept everybody. This will be discussed in next few meetings. There are some good measurements for 2-year schools. Staff involvement will help. There are 29 states using some form of this, some well and some not so well.

Avoid a negative cycle like NCLB. Rather, if internal programs are doing good, they get rewarded. Check into performance indicators and working together. Good performance means 3% or more could come back to institution. Starfish may help by raising alerts and flags. Russ will look for a model on performance funding that was done a couple years ago and disperse it to leadership.

**Skills USA**

Mike W. stated Skills USA wants to do hold a portion of their contest on the Helena College campus. Mentoring component. Machines at Northern. Would like to see rotated throughout the state. OPI and OCHE.