College Leadership Team
Minutes
Dean’s Office – 4/16/2013

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

- **Rydin Decal**
  Rydin Decal helps with software and distribution, information management. Alleviates issues like lines to buy parking permits, time spent on data entry. Web-based software program is accessible anywhere. No limit to number of users, ability to control permission levels of users.

  **Purchasing** – Home pages are fully customizable. Authentication page to allow user into permit express, displays permits allowed for that person only. Info gathered is flexible. Could be used for faculty/staff with no payment info. Rydin is responsible for PCI compliance of website, not Helena College. Confirmation has rules and regulations which must be agreed to before purchase, also flexible and can direct to external web page. Info is immediately searchable and findable. Receipt for purchase (customizable) emailed to purchaser to use as temporary pass.

  **Administrative** – Dashboard shows how many sold, how many citations, inventory levels, revoke permit, etc. Dashboard updated in real time, changes appear as they happen. Different options for looking up records. Summary lists vehicles, citations, contact info.
  - Streamline registration and distribution is convenient for students and cuts down on data entry.
  - Ability to pay and appeal online 24/7.
  - Ability to send auto-generated customized email citation with link to pay or appeal.
  - Can use android devices with Rydin App.
  - Able to attach photos to citations.

Helena College has ability to accept many payment methods and can edit their record to show if paying with cash, check, other; student would have to come in. Currently, Helena College permits go on student account using Banner and transactions are recorded to the student’s account as a line item. Rydin can export info in either Excel or CSV to be uploaded into Banner manually. Rydin is working with Lucien (company that owns Banner) fall release for Banner integration with Permit Express so these things could be done automatically. Unsure what Banner will charge.

Permit Express not connected to DMV, can’t use as DMV to search. Permit info checks against vehicle info, looks for matches on license plate, make, and model, then pairs citations with driver accounts. Sends emails. Unfortunately most tickets are for students with no Helena College permits. Would still need to get external info from the DMV to process many citations.
Rydin sends revenue first of every month. If want to be direct deposit, it can be set up that way. State accounting system has time constraints for accounts receivable that may not allow monthly payments. May make more sense to connect to an existing merchant account. Permit Express could connect to merchant accounts at no charge.

Following the webinar, Leadership members discussed pros/cons. Unsure if worth investment when taking into account reconciling and DMV search. Rydin doesn’t eliminate all the issues, but does take care of some. Maybe do cost analysis, time benefit. UM is directly connected into state and federal info, law enforcement, etc, and have more staff. Helena High uses it Rydin, but don’t have a lot of people that don’t belong there. HHS calls and immediately has the car towed. Maybe nonpermitted cars should be towed rather than ticketing. Have received more revenue from parking this Jan-Feb than all last semester. Would like to have a parking monitor at the airport campus. Difficult for work study on Donaldson to cover both campuses.

- **HR**
  - Final nursing interview today with Dean’s office. Another posting for mental health will go out today.
  - Diesel Technology open until 4/30. Three applicants, one has teaching experience.
  - Accounting manager open till filled with 13 applicants to committee for review. At least half if not more requesting high salaries, most out of state.
  - Custodian open until 4/25 with 5 applicants so far. Strategic pay went through. Will start at $12.01/hr. Scott’s issue was union-related and still working with union on that.
  - Trades division chair in committee review with 11 applicants. Interviews next week.
  - Gen Ed division chair with one more interview.
  - Communications/speech instructor received 45 applicants. Leah discussed preferences with chair of committee and weeded out all but 16, probably 7 with Masters’ in English. Should be graded by end of week.
  - Academic Dean interviews scheduled, 9 Skype. Two people dropped out. Last interview will be May 3 and should have final candidates after that.
  - Administrative associate to airport campus will be Cindy Dallas, starting on 29th. She will work through May, off for summer, and come back second week of August.
  - Office technology instructor will be Robyn Kiesling. New tenured faculty.

Title and salary causes problems with recruitment.

Yesterday, candidates for UM Provost position were solidified. There will be time for affiliates to participate and meet with candidate. Elizabeth is requesting Skype or GoToMeeting.

Training has had some small issues. Leah is working with Missoula and will hopefully be able to use that system with next hire. Leah currently emails training info to new all hires (staff students, faculty, adjuncts, etc.). New system will make it easier to ensure everything is done before starting in classroom. Leah may need to be in on orientations, also for payroll, workflow, etc.

- **Perkins Grant Coordinator**
  Currently preparing and submitting Perkins grant. Last year, info was slow and awardees didn’t spend all the money. Need to find someone able to take on Perkins and champion the institution, involves writing the grant and monitoring. Mike Wiederhold and Tia will write and submit. Once division chairs are permanent, they will be responsible. Leah will ensure that coordinating Perkins grant is in the job description. Still some money outstanding in trades. Got quotes for lathes, asked for specifications. Will write specs off quotes. Mike
Wiederhold will contact Art today. Mentoring program that should have been implemented with student services, but connection was never made. Possibly use for veterans, can backfill. Mike will get Elizabeth copy of the component. Specs could be easily written by Mike, he and Russ will touch base. Art would still need to look at it to make sure it is correct. Dean Bingham wants it first thing in the morning.

- **“Temporary” Paint Booth at the airport**
  Plastic was put up again without proper exhaust. Was exhausting out and coming back in through system with the negative pressure system. Mike set up a positive pressure ventilation system using a big fan. Asked Gary to get MSDS. Affecting other students, borderline in small tool shop and need additional fans. Actually set up better compared to last year. Will be done painting Wednesday, then back to lecture on Thursday. May need to open hangar door if temps conducive. Russ working with Missoula on permanent, needs preliminaries on numbers.

- **Summer and Fall enrollment**
  Low, outreaching for students who returned pink sheets to the advising center. Outreaching to 45 or more credits, good status. Will be getting info, but still early. Drop normal as economy gets better. Barb will be target marketing in areas where there are significant drops. Tia will look at the summer schedule to see how many classes are offered compared to previous. Unsure if hit saturation point. Aid dictates a lot how many students attend in summer. Three years ago, second disbursement spiked summer enrollment, one time only. Only carryover authority from fall/spring now. Continuing Ed isn’t counted, has to be FTE (head count = number of bodies divided by 15). Lots of part time, takes more numbers to get FTE. Lots of dual enrollment. Not unhealthy, but hurts in funding. OCHE rolled back to using strictly resident students to allocate, not using WUEs. If pull and force into allocation process on UM side, huge gain for Helena College, but loss for Tech and Western. Russ pushing to help realign. May have to cancel summer classes with low enrollment, will help fall enrollment. Select courses strategically for a purpose. Should only be prerequisite courses, not core substitutions because of lack of planning, sequencing.

- **Testing Center vs Open Computer Lab**
  Jeff doing analysis, open lab use dropped significantly as more devices come out. Increased need for testing center with good oversight to preserve quality of exams. Timeframes for testing. Would need monitoring system as required by some programs (GED). EMT basic, intermediate, etc with monitoring. Some trades faculty have obtained assessment software for NATEF that they can’t proctor. If set hours at testing center, easier to do for AP campus staff. Someone serve as testing coordinator like.

  Will not be able to use as open lab. Must be dedicated computers. Eliminating open lab could cause problems in GenEd. If all classes having Moodle presence, there may be an issue. Maybe laptops in the library, open computers in ALCC.

- **Graduation Day update**
  Everything is moving forward. Carpets out to flatten. Bought new vases. Clergy set. Music set. Cakes ordered. Faculty invited to rehearsal the night before. No personal days allowed on grad day.

- **Training and Luncheon – May 6th**
  Moodle training and luncheon, and on 8th for those who didn’t make it. Mandatory, 1-1/2 hours.

- **Training for Airport faculty – May 7th**
  Will begin training for AP faculty – specific training on job responsibilities, grading, lecturing, using Moodle, the course bank, scheduling, organizing courses, determining prerequisites. Helping trades faculty learn tools to be
a faculty member in higher ed. Meet with Dean Bingham 3:30-5:00 on Friday, then morning of 7th to continue. Dean Bingham will tap into administration to find out what info needs to be dispersed. Can count towards professional development. Many trades faculty have different view because they come from industry as opposed to academics.

- **Year-end budgets – budget modifications**
  Mods need to come to leadership for approval. Maintenance is looking into a machine that ionizes water and makes it a cleaning solution, improved upon prior product. Antibacterial, removes stains. Will have a test unit to try free for 60 days. Gary would like to get one to start with. Cost is $2600 to purchase, using $18,000 on chemicals currently. Make sure enough data to ensure this works, 60 days may not be best trial period. Postpone until fall when high volume.

- **Student Issue**
  A student had attended in spring with 9 credits, dropped to 3 prior to census date. All loans returned to Department of Education, had received refund check and large balance owing. Slipped through audit systems, caught with insurance. Request to allow to register for 6 credits this summer. Student has money for aid to pay for summer and would pay on balance in addition to taking two classes this summer. Pell grant money. Student has met criteria set by student services. Normally with a balance, there would be a hold on the account and unable to register. If not approved, student would end up owing more money. Russ will look into why wasn’t flagged in audit system, possibly timing. Student put forward budget, academic plan. Write up as a payment plan and allow student to register.

- **Minutes on website**
  Maybe more of a summary to publish on the website. Concerned about more personal issues on web. Dean Bingham and Summer will discuss.

- **Phone call**
  Caller contacted Helena College to see if the construction program would be interested in building for them. Probably not until program is stronger. Russ will contact the caller and get more info, but discussed with them that program being reviewed. Maybe suggest a school closer to them.

- **Gasoline**
  Fuel smell in bookstore been resolved. Process in place. Joanne will notify them if any more fumes. Students had a plan for locking up equipment, but unsure of status. Maintenance will be modifying fence on corner.

- **Program Reviews**
  Program reviews need to be in before faculty leaves. Mike W will check with Trades. September drafts for comments – aviation, welding, office technology, and computer technology.

- **Boeing grant submissions**
  Women in Gear program, only $1000. Not comfortable with what we can do. Maybe next year. Upped from $1000 to $2500. Need to identify a lead. Perhaps a year to step back and do right. Also giving money for curriculum development. Mike W touching base with Matt for student projects to get info to Boeing.