In attendance: ☒ Daniel Bingham  
☒ Elizabeth Stearns-Sims  
☒ Denise Runge  
☒ Russ Fillner  
☒ Summer Marston (recorder)

Discussion of change in Leadership, College Council, and Strategic Planning and Assessment (SPA) Changing the way we are doing meetings. Division chairs were part of leadership while no Academic Dean.

**Senior Leadership** – 1st Tuesday of each month at 9:00  
- Deans, HR update, and Institutional Research  
- Important to share with areas, minutes posted on the web, not everyone look at them

**College Council / Extended Leadership** – 2nd Tuesday at 3:30  
- Focus on governing, cross-communication, specific area needs, bring leadership together for institutional discussion  
- No specific mission, may not have specific topics  
- Determine others who should be there.  
- Senior Leadership, Institutional Committee Chairs, middle managers as appropriate – representation across the institution (core is currently who attends College Council)

**Strategic Planning and Assessment (SPA)** – 3rd Tuesday at 9:00  
- Used to be part of college council  
- Sole purpose now Strategic Planning & Assessment, accreditation  
- Senior Leadership, Division Chairs, member of SS, member of IT, (not Maintenance currently – invite as needed)  
- Focus NOT governance, but managing and keeping on track

Each group will ebb and flow depending on the agenda. **Summer** manages the agendas, and she will send out reminders for agenda items. Some topics may go from one group to another. More detail in last Leadership minutes.

Haven’t had much change to institution meetings of this type for a long time.

**Budget Committee** will start meeting again in September for next academic year. Default is Wednesdays from 3-5, probably once a month during the fall, can move up to weekly. Tie back into accreditation. Critical between strategic plan, assessment plan, closing loop. Timing can be difficult. All budgets are loaded into banner. **Russ** will be sending out a new spreadsheet. One more significant piece then send to OCHE for BOR in September by Friday.

LRBP tours for next legislative session. **Russ** will meet with Mick Robinson, architecture and engineering, Regents, etc.  
- Lecture Hall AP campus  
- Dorms

Generally try to put budget to rest before summer, however it was difficult this year without knowing allocation. Still not 100% sure on raise structure. Modeled out, received OCHE 2.25% +$250. October 1, 2013, again October 1, 2014.
Some CBAs have already settled, but none of ours. Faculty has met twice. OCHE does actual bargaining. Commonly not done before faculty return. CBA not including part-time. Adjuncts pay is a local decision, competing with Carroll but cannot meet that rate. Enrollment will determine possible changes.

Tuition has been constant for 8 years at 2-year MUS campuses. Community Colleges and 4-year campuses have had raises. Local funds distributed to 4-year before vo-techs joined the system. Part of the 6-mill levy. Bigger schools also receive funds from trust lands. Enrollment has gone up and state funding has dropped.

Continuing ed helps our budget. Online course money allows shift to fund online adjuncts. Have put about $5 million into equipment over the past few years. Gen Ed faculty have been helpful with budgeting to make that possible.

Parking
Business office requests no ticketing for first week of school. Forms are in the bookstore and they are selling tags. There will be a business office person at AP campus to do cash and checks and sell parking permits. Denise will get info to Jennifer. Maybe good to place applications, maybe printed on different color paper, with info for students illegally parked. Waive fee if they buy a tag.

Science Expo
Requested date of Saturday, November 9. September 11th is Veteran’s day, 3-day weekend. Also a recruiting event, includes Student Services, faculty doing demonstrations. Wants this date because there is no home Carroll football game, and Cat / Griz both out of state. Denise will discuss with instructor. Check dates with high schools, too. Summer will get district calendar from Helena schools website.

Enrollment
Calling students who have withdrawn but want to return. About 120 have completed application process, but not been back for advising. Sending lists to division chairs to work and try and get students advised. Looking at potentially another 200 students. Ali sent a mass email regarding no-pay and have been given to end of this week. List of email addresses that failed. Important to make sure going to blind CC. Some responses received. There were 118 dropped because they hadn’t attended loan counseling.

Must retain and market beyond what we are currently getting. Need to go after adult. Scheduling is an important piece. Work to making things adult-friendly. Maybe look at lead services, different markets Denise worked in had some success with targeted adult leads. HC did a small campaign to find students close to graduating. Need to continue. Online components will help. Test drive a degree, incentives to get in door for half-time enrollment. Easy start, works well in 8-week stagger, then matriculate into beginning of next semester.

Budget
Russ will be requesting that Mike Brown attend budget conference calls and meetings. Summer will reschedule Mike’s 1:1 with Dean Bingham.

Dean Bingham was in Denver meeting about outcomes v. performance. How do you filter for open enrollment? Life happens. How do you filter for economy drops? Can’t control what happens. Many states agree that grad rates are not the way to determine funding. TN is touted as model. WA is model we should look at, learning from what they experience.

Trades
- **Construction** only has 4 students, give until the 15th. Target was 12. **Elizabeth** will check with Ryan. **Denise** will check into attrition, **Elizabeth** has some of that data and will send it to her. Currently not viable – three faculty, house. Have been able to sell house in the past to $0 out.
- **Diesel** has waitlist of 5 students, can’t start a new cohort. Could increase classes. **Denise** and **Val** will get with faculty to see if they could get more. Don’t lose many in trades. Waitlisted in order of how submitted apps.

**Spray Booth**
Attempting to get spray booth taken care of. Missoula said to award to guy who had bid. There were complications because he had moved. There will be spray booth coming from Great Falls, but unsure when. Sometime this fall. Aviation requires specialized spray booth. Will have to consider public use. Need to do early to appease.

**Deliverables:**

**Parking**
- Business office at AP campus in first week of classes, **Denise** will get info to Jennifer
- Warnings with applications for parking violations

**Science Expo**
- **Denise** will discuss with instructor
- **Summer** will get K-12 district calendar

**Construction**
- Give until the 15th
- **Elizabeth** check with Ryan
- **Denise** check into attrition, **Elizabeth** will provide data

**Diesel**
- **Denise** and **Val** get with faculty to see if they increase class size