Senior Leadership Team
Minutes
Dean Bingham’s Office – 12/17/2013

In attendance:
☒ Daniel Bingham
☒ Denise Runge
☒ Russ Fillner
☒ Elizabeth Stearns-Sims
☒ Kim Worthy
☒ Michael Brown (via phone)
☒ Summer Marston (recorder)

Additional: Karen Henderson

The meeting began at 9:06 a.m.

Human Resources
- Academic Advisor – closed, 19 applicants.
- Computer Support Specialist II – Closed on 10th, forwarded 5 to committee, currently scoring.
- TAACCCT grant coordinator – 11 applications.
- SBDC – planned to interview 4, but 2 dropped out. One interview yesterday, one today. Open until filled.
- Assistant Registrar – just closed. Through reviews, scenarios, interviews, doing reference checks, then forward on to Dean Bingham.
- Institution Researcher – Wider net, maybe Monster and other sites. ACRO?
- Nursing Program Admin – closes on 2nd, currently 6 candidates.
- TAACCCT Workforce Navigator – just posted.

Instituting changes in interview process. Kim meeting with hiring committees before, working with supervisors to help get a better idea of candidates so we can hire the best.

Working with Denise to process and standards for subs. Pool of subs to avoid last minute hire, more efficient, best practices. Currently not consistent. Denise and Kim creating list of approved subs, prescreen, preapprove terms, and faculty will then pull from that list. Notify in advance if planned absence. Process for covering classes will be part of professional development, on PD form.

Possible openings discussed.

Old Business
- Affordable Care Act – Russ will verify the dates and make sure either he or Kim is able to attend ACA meeting. Will also address which committees Kim/Russ will be involved with. Committee met last week, nothing new to report. They are working on database. Unsure how to work with oddities in system. Feds will have clarifications out before the end of December, possibly Carnegie (3 hours/credit). HC very conservative, should be fine. Not backwards reaching. Starting to collect data on January 1.
- Funding for RN students – Sandy looking into option. SGA funded.
- Heaters – Russ will modify. Russ will send to Summer for formatting. Summer has them, bring to next leadership.
- **Food storage** – Russ will work with Summer to bring to next meeting. Summer has them, bring to next leadership.

- **Lecture Hall photos** – In discussion. Russ will come up with plan to bring to leadership. Something to consider campus-wide, students, faculty, etc. Put on backburner.

- **Testing Room Move** – Denise and Elizabeth working out move. In process. Tables on order, will arrive early January. Hopefully remove current before break is over. Prefer not to put in storage. Jeff can do data usage of computer lab, Elizabeth will have him run numbers.

- **Concerns over reading** – Discussed beginning to test for reading and offering remedial support classes. Denise and Elizabeth work through. In process.

- **Spring enrollment numbers** - Mike will compare to last fall and look at retention. Data sent to leadership – 316 students yet to register. ALCC contacting students. New students being contacted by recruitment and admissions, still accepting apps through first week of January. Faculty informed of students that may not be registered, very helpful when faculty reaches out. May be reducing budgets because we did not hit our mark. Weed out list based on aid, grades, etc, after grades are in. May lose about 40 to financial aid issues. Possibly target by GPA, looking at credits attempted/earned. New students registration improved. Ali has been checking into robo-calls.

- **Parking** – Need to be following process. Denise and Summer – look for document. In process.

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**Attendance at Meetings**

Discussed at college council. Need to be more cognizant that getting people to meetings. Understandable that things come up, but should be the exception. Elizabeth has sent names to Summer to remove names from committees of those who have not been attending. Important for PD to show what people did on committees. Institution meetings generally after 3:00 to help faculty attend. Possibly have meetings at AP campus to help accommodate faculty there.

**IPEDS cohort**

CEO conference call Thursday to define process for culling list. Looking for comparators and those we should be aspiring to from rural and financial standpoint, have a good reason why we are selecting them. Other states have been doing this for a long time. Many institutions look like HC, but have 2-3 times the enrollment. Function, mission, and academic activity are similar. Not worried about number of students, more what are they doing, how are they doing it, etc. Can we aspire to that? Tuition is not an indicator as to how much is being spent per student. Get list to Dean Bingham. Dean Bingham will get to Mike, will run scenarios under IPEDS. Then to Russ to see how fits in the financial model.

**Mobile Hotspot**

Looking into mobile hotspot. Denise has one through Verizon, carries it with her everywhere. Elizabeth had 16 GB, never used it all. Dropped to 12, now down to minimum. Uses strictly for work. Can up and lower every month. Phones can be turned into wired or wireless modem. Jeff doing a little research. Perhaps get one as an institution. Personal devices used for work can be reimbursed for part of cost. Dean Bingham will get more info and share with Leadership.

Looking at iPad versus surfaces for travel. Surface better for computing, iPad better for apps. Jeff looking into possibilities.

**Awards for years of service**

Need consistency. After received 5-year pin unless leadership requests (geared towards significant element rather than years of service). Perhaps a paper certificate if less. Reinforce campus-wide that all plaques go through Dean’s office. Summer take to staff senate and admins. Denise to faculty senate. Place on agenda at college council also.

**Proposed Fee**
Montana Associated Students proposing a fee for all students for “Not in our State” to prevent sexual assault. HC Student Services and HC SGA firmly oppose. Unsure if money stays at institution? More info coming forward.

Who supports online learner support from a financial standpoint?
Support for online learners is lacking. Where should it be budgeted? Need to know type of support, what level, how many dollars, etc. 

Elizabeth will request meeting with affected constituents to discuss. Budget will only allow for so much, money has to be reallocated if supporting at a higher level. Survey data of online learners and what they say vs. expectations, preparation, etc. for intro courses. Trying to get students to think ahead of time.

Feedback from Faculty Senate
Discussed online teaching at last senate meeting. Faculty required to put syllabi with learning outcomes into Moodle, make publically available (for accreditation through NWCCU). Discussion wondered where HC is headed with online programming and support. Faculty concerned about student motivation, technology for students who are not technologically savvy. Too late to screen at orientation. Some schools have students screen before enrolling. Perhaps screen at registration. All students should be in Moodle because of STARFISH. Would get students used to interacting with Moodle, getting faculty to use it, etc. Need to make sure in line with budget.

Program Proposal – Sheet Metal Apprenticeship
Tammy Burke has great model, unlike anything done before. True apprenticeship program, working full time, pursuing a degree. Not exactly same as attachment, but time to discuss with areas to make sure aware and start planning for it. At least 15-20 industry people have talked about some kind of tuition support. Planning to have on March BOR agenda. Purportedly similar program in Havre, but ¾ time position, not full load. Would require one piece of equipment, would presumably be put in construction area. Would need consumables. No need for it in aviation, probably not welding. Only would be used on weekends, but has to be housed. Budgetary impact, one-time funding, ¾ time faculty, 10K plus consumables. Item due to UM by middle of January to be put on March BOR.

Retention task force request
Retention Task Force thinking about how to get students to spend more time in library and tutoring center, therefore, on campus. Getting students to stay on campus longer does improve retention. Recommendation to allow drinks and snacks in ALCC and Library. Other models – schools, public libraries – have coffee carts and snacks. Not fast food, but cookies, coffee, snacks. ALCC and Library would be responsible for their area. No drinks or food by computers. Only workstations or tables. Because students cannot have food and drinks in there so may not go in. May increase engagement, opportunities for students to stay on campus. Building community helps people want to be there and to have a connection to Helena College.

RTF duty to look at everything possible, to present ideas that may improve retention. Little steps lead to retention.

Maybe a trial period, let students prove they are responsible and effectiveness, maybe for a semester.

Would this make it harder for students to have access if the resources are being used for personal use? Maybe a policy issue. Counts and Accutrack will tell if more people, but not really if increased time. No baseline data. Would also be interesting to know if Library and ALCC see different students that they haven't seen before. Would increase load on
facilities – time, manpower. Would increase amount of trash. **Find out from ALCC and Library to see what will or won’t allow.** Difficult to measure effectiveness of individual changes. Best can do is to look at processes and procedures to see what is causing roadblocks.

Suggested alternative to create study space that is like the student center where food/drink is allowed, but is a quiet zone. Could monitor usage and continue to monitor ALCC and Library to get some reasonable data. HC lacks additional space. Need to make best use of space we have. Denise is trying to make the schedule track enrollment. As we do that, could identify other spaces that had previously been scheduled with classes that aren’t needed, allowing for more space. Much space efficiency could be gained through better academic scheduling. Intrusive advising needs to happen in confidential space. What is plan for space in new building? More student space? More hard office walls for faculty? Unsure what space enrollment management is going to create long-term. Still in the process of doing it. Russ has updated space requests for master plan. Maybe get group together to look at master plan.

Take back to Della and Rick to see how they would manage it. Provide leadership with proposed procedure for monitoring and cleanup so doesn’t tax existing HR and custodial significantly. Not just increasing traffic.

RTF ideas are very preliminary. Discussion about trades, just get training and go away, likely due to math and writing difficulty. RTF has only had a few meetings. Survey targeted towards nontraditional students scored HC high for access to technology and support provided.

**Procedure Manual**

Different software types for preparing were discussed. Robyn’s class likely has software they need to use.

**HC Policies**

- IT Policies 700.1, 700.2, 700.3, 700.4, 700.5
- 600.1 - Non-tobacco Use, Smoke-free Workplace and Facilities DRAFT-REVISION
- 600.11 - Campus Closure DRAFT

Make suggested changes on 600.1 and 600.11 and post final documents on web. **Leadership read through IT and discuss at next Leadership.**

Denise plans to have fair use policy draft at next leadership. Working with Della, looking at other policies. Can be put on agenda next time.

**Other business**

- **Budget Mod** – Does not involve new money, reallocation. The fuel composition testers budgeted for are no longer available. Unsure if removing from curriculum or if available from other manufactures. Cost is $2,931. Need more information.
- **Restroom Remodel** – Four restrooms. Need Koala care. Will be some disruptions. Starting in a month or so, will be done before end of spring semester. Soap dispensers by each sink, no lids on toilets, garbage cans within reach of door.
- **OCR Review** – Contacted by OCHE about another OCR review.
- **Focus Groups** – January 31 Public Agenda will be on campus. **Summer reserving lecture hall. Elizabeth sending info to faculty.**

Meeting adjourned at 11:35 a.m.

**Deliverables**

- **Policy** – Summer has policy for Heaters and Food Storage and will bring to next leadership.
• Testing Room Move – Elizabeth will have Jeff can do data usage of computer lab.
• Concerns over reading – Denise and Elizabeth work through process for testing.
• Parking – Denise and Summer look for document to outline process.
• IPEDS cohort - Get list to Dean Bingham. Dean Bingham will get to Mike, will run scenarios under IPEDS. Then to Russ to see how fits in model.
• Mobile Hotspot - Dean Bingham will get more info and share with Leadership.
• Awards for years of service – Summer take to staff senate and admins. Denise to faculty senate. Place on agenda at college council also.
• Who supports online learner support from a financial standpoint? – Elizabeth will request meeting with affected constituents to discuss type of support, what level, how many dollars, etc.
• Retention task force request – Find out from ALCC and Library to see what will or won’t allow.
• HC Policies – Post final 600.1 and 600.11 documents on web. Leadership read through IT and discuss at next Leadership. Fair use policy draft at next leadership.
• Budget Mod – Fuel composition testers budgeted for are no longer available. Need more information.
• Focus Groups – Summer reserving lecture hall 1/31. Elizabeth sending info to faculty.