Senior Leadership Team
Minutes
Dean Bingham’s Office – 5/20/2014

In attendance:  ☒ Daniel Bingham
☐ Denise Runge excused, represented by Tia Kelley
☒ Russ Fillner
☒ Elizabeth Stearns-Sims
☒ Kim Worthy
☒ Michael Brown (via phone)
☒ Summer Marston (recorder)

Human Resources
• TAACCT Program Manager – two candidates interviewing with Mike since he wasn’t part of original interviews. Then forward to Dean Bingham.
• Accounting Faculty – Interviewing one more candidate. Interviewed four already. Open until filled, first review 4/4. Tenure track, want solid fit. Five people on committee.

Training – Beginning Safe Colleges July 1. They have contract, know start date, have names/emails to upload. Plans to utilize trainings with Safety Committee. Half cost, more options.

Payroll transitioning to HC going well. UM also does new hire entry. Hope to pull that to HC after payroll going strong. Kim can terminate adjuncts. No longer carrying leave balances. Will need to ensure we understand codes due to IPEDS reporting. Final piece will be benefits. Made strides with annual enrollment, able to pull reports who had not done it and sent reminders.

Update on Testing Center
Deferred until next leadership.

Discussion regarding computer APs moving to Donaldson. Interior Space & Design moving to Donaldson, primary users. Also missing equipment. Discuss automatic door locks at AP campus. Only doors that unlock automatically are front doors in the summer. Should be same during academic year.

Veteran Director/Coordinator II - Disabilities Director/Coordinator II
Processing. Sent to UM to review, coordinating to make sure on same page. Both splitting and changing. Funding to stay within Veteran and Disabilities.

 Drops for Non-Payment/Withdraw with Bill
No-show students who don’t certify their bill are dropped for nonpayment with no cost. Student who attends even one day and withdraws is charged 10%. Penalizing for doing right, rewarding for doing wrong. BOR policy. Discussed options. No-show fee. Bound by board policy. Would like to be able to withdraw students within a week. Dean Bingham will discuss with two-year council to find out how other campuses are handling.

Food Services Update
Elizabeth and Dean Bingham to meet with Josh. Removing HR cost because inflated cost next to temps. Check on outsource clause in CBA (MPEA). Sodexo will honor who we want to keep. Negotiated systemwide, HC doesn’t get much input. Dean Bingham and Elizabeth will review CBA for discussions.

Graduation – future years, budget
Fairgrounds did not bill for stage or entry hall. The $500 deposit will be returned once the bill has been paid. Discussed next year – another 250 chairs, four sets of bleachers. Budget for spent should reflect what is in budget for next year. Dean Bingham/Summer went through budget. FY14 was based to cover fairgrounds. Ensure there’s a placeholder for what was expended. Unsure if ordering diploma covers every year or every other year. Plan to reserve fairgrounds for next year. Fee pot allows for a couple years to tighten up the budget. Stage worked well. Discussed either purchasing or having trades students build ramps, Russ will have Matt look into. High school seated about 720. Unsure why high attendance this year. More students walked (normally 120-130, had 150ish), nurses walked. Summer will work with Denise to determine what was discussed with faculty about regalia.

Budget Update
Still do not have budget for next year completed. Trimmed down to $300k short. Looking to carry over $200k from this year, $100k to cut yet. Denise and Russ will meet to go over faculty/adjuncts payroll. Look at dual enrollment savings, late hires. Russ will place updated budget in Admin drive for Leadership to review, concerns highlighted in yellow. Building legislative request for FY16-17, will be budget discussion at BOR.

Trades House: Finish and Sell
Individual interested in it. Russ will determine current cost involved and how much is finished. Look at selling with no further adjustments for our cost. Plumbing usually at last stage, so rough plumbing only probably done. Most electric done. HC usually pays for electrician to finish. Unsure of flooring, cabinetry status. Nice home, well-insulated. Good product. Then aviation will likely use space.

Enrollment (Summer and Fall) update
Summer session 249 students as of last Friday. Haven’t dropped for nonpayment yet. Both first and second sessions, but can still enroll for second. Bills mailed today. Last year summer we had 273 HC. Fewer classes, some classes below cap (A&P cap 24, only 20 enrolled), some closed or cancelled to draw into other classes. Unsure if working. Pushing students to online, maybe not best for weaker students starting in the summer. Discussed strategy, what we are offering, ensure strategy for students rather than who wants to / doesn’t want to teach. Dean Bingham, Denise, Mike B, Elizabeth (others from Mike), Division Chairs will meet to analyze summer, fall/spring enrollment strategies. Possibly utilized AP facility more in summer. Discussed Magnet-type programs for high school students, summer art institute. Bring in professionals to teach technical aspects, let the artists create. Bellingham Technical has an annual welding rodeo – welding and art program. SS running lists of current students who have not yet registered for next fall, sending weekly (or biweekly during summer) to advisor and division. Shoot for targeted capacity, ensure offering full complement so students can get certificates/degrees and specifically marketing so the public knows about them. Use Starfish data to correlate, include that in discussion.

As of Friday, fall head count 629, FTE just shy of 500. Unsure what TAACCCT will do for numbers. Machine tool full. Tracking about 5 years back, about at the bottom of the 5-year average. Unemployment in L&C County about 4%. Peaked at about 6%. More localized at peak of enrollment boom. HS trending down with graduations, will likely rebound around 2020 due to large kindergarten and 1st grade classes in Helena now. Need to ensure programs meeting needs of aging population, faculty need to prepare. Russ relayed NACUBO discussions about the future of education, no longer status quo, being identified in industry. Russ will pull together and share with Leadership. Need to break barrier of academic freedom, more like a business. Enrollment down across the nation. Discussed ‘Microsoft University’ concept. Interdisciplinary study. Industry-based and what needs are.
Dual Enrollment MOU – Signed for AY 15
MOU template presented to BOR for approval. Paring back to $500 stipend to faculty member. HS pays instructor salary. HC provides instructor stipend to ensure curriculum meets postsecondary requirements. Stipend the same regardless of number of students. Formerly adjunct fee, sliding scale. Will save a lot of money. Russ will check into Missoula contract, need contract ready to go so when BOR approves, tweak specifically for our schools. Tia will pull down MOU from BOR site and review to prepare. Look into DE in Augusta, Choteau.

Policies
- **100.3 Discrimination, Harassment, Sexual Misconduct, Stalking and Retaliation** – Elizabeth and Daniel meet to discuss edits.
- **100.4 Naming and Dedication of Buildings** – On hold until fall.
- **200.4 Fair Use** – On hold until fall.
- **400.1 Conflict of Interest**
- **600.5 Parking on College Property** – Probably by end of summer. Adjudication process – dean, academic, business office, and a student. Russ was listed once, unsure when/if changed. From student account side, bills not hitting student accounts because not being processed yet.
- **600.12 Food Storage, Preparation, and Consumption** – Draft on web. Dean Bingham will check into IT coffeemaker, Denise will check into appliances at AP.
- **700.1 Information Technology Security** – Done.
- **700.2 Minimum Security Standards for Networked Devices** – Done.
- **700.3 Department Security Contact Policy** – waiting on Jeff draft.
- **700.4 Guidelines and Procedures for Blocking Network Access** – waiting on Jeff draft.
- **700.5 Guidelines for Use of Network Data Reports** – waiting on Jeff draft.
- **700.6 Web Standards** – waiting on Jeff draft.
- **800.5 Animals on Campus** – Done.

Old Business
- **Yellow Ribbon** – Tammy will check to see if VA indicates cap, meet with Ryan and Barb to discuss unlimited cap. Moving forward.
- **DEVa (Dependent Eligibility Verification Audit)** – Dean Bingham will discuss with President Engstrom at the Regents meeting. Benefits stated flagship presidents were informed a few months ago.
- **NWCCU Annual Report** – Summer will contact this week. Summer hitting now that done with OCR.
- **Helena College Completion History Report** – Mike to attend ASCR when they discuss certificates that are not CAS. Mike sent updated version.
- **OCR Review Findings** – Send info to Summer. She will put together response and send to OCHE. Summer will send final to Leadership.
- **Budget Mods**
  - **Fire and Rescue** – Denise will look into cost of instructor travel. Deferred to next leadership.
  - **Professional Development** – Dean Bingham will get with Kim to make sure Perkins PD is utilized. Previously Kali stated Perkins PD could pay for July conferences. Now told not possible. Two trades people will be paid through TAACCCT. Ropes training for Fire and Rescue may have to be PD funds in next year’s Perkins grant. Mike’s conference was approved. Discussed if PD in the grant for next year, likely.
- **Strategic Plan & Core Themes** – Coming up middle of the month. Draft for John. Need to incorporate Main Street Montana Project. Dean Bingham will discuss with John at BOR. Unsure how to answer questions or give feedback. Most info will likely come from strategic plan.
• **Leadership Retreat** – Summer include midlevel managers. Summer will send out info today. Russ and E sent out to staff.

• **Required Field Trip vs. Elective Field Trips** – Tina and Summer will make a packet over the summer, one link on the web. Still a little confusion. Tina and Summer meeting June, ready to go for fall, training for faculty and club advisors. If not required for course, not academic. Then need to determine how to fund through business office.

**Deliverables**

- Dean Bingham will discuss with two-year council to find out how other campuses are handling.
- Russ will have Matt look into purchasing or having trades students build ramps for graduation next year.
- Summer will work with Denise to determine what was discussed with faculty about regalia.
- Denise and Russ will meet to go over faculty/adjuncts payroll.
- Russ will place updated budget in Admin drive for Leadership to review.
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