Senior Leadership Team
Minutes
Dean Bingham’s Office – 3/3/2015

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

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**Human Resources**
- Admin for Registrar – four interviews scheduled
- Admission Evaluator – four interviews scheduled
- Most faculty posted are still open (except sheet metal and psychology). Listed on Higher Ed Jobs, Indeed, state website. Indeed has resulted in many applications. Working with HR in other agencies. Many incomplete submissions, did reach out to applicants and giving them until 13th to submit.
- Discussed employees out on medical leave, potential retirees.

**Performance-Based Funding (recurring)**
Model will be presented to BOR on Thursday by Tyler with faculty from UM and MSU. Elizabeth asked for 2-year representation. Leadership Bitterroot and concerns with funding, separate mission statement, yet part of Missoula College which is part of UM. Allocation formula rolls integrated campuses to roll into the main campuses – shows only Missoula, Dillon, Butte, and Helena. Performance-based funding allocated funds to integrated. Metrics from the two-year like retention would reduce the total PBF allocation for UM.

**Blackstone LaunchPad at UM**
Dean Bingham sent document out regarding invitation from Blackstone asking if HC wants to participate if faculty/students might have ideas that might go to market. Not really HC focus, do not usually go to two-year schools. Dean Bingham asked leadership to share their thoughts and ideas. Maybe something in machine tools with 3D printing, etc.

**Band Saw Return**
Email from Rick D, original cost $9659, re-crating (unsure of cost), return freight $500, restocking 10%, just shy of $1500 to return equals return of about $8000. Will have to notify Feds regardless of reasoning. Unsure what cost would be, likely over $5000 (specifies bids). Russ will return request and ask for more info, such as cost of equipment including shipping, incidental costs, ask how they propose to pay for it, where to put it, etc.

**Fee Schedule**
Need to be wrapped up early April for UM, due to OCHE April 29. Final will be a public document.

- **Mandatory fees**
  - Library fee
    Building up a balance. Discussed reducing because of electronic resources. Denise will work with Della.
  - Student Union fee
Bond repayment for student center. Russ needs to get with Missoula to address.
- **Student Government fee**
  Flat rate picked by students.
- **Academic facility fee**
  Pledged for bonds, used towards academic facilities, maybe chairs.
- **Equipment fee**
  Would like to increase, equipment very expensive, prices rising faster than inflation.
- **Computer fee**
  Could raise slightly.
- **Wellness fee**
  Student affairs would like to add $15 flat per student regardless of credits (could be less, but $15 standard) and enrollment to pay for support for EverFi mandates (Haven, EverFi, Transit human costs – tracking students, sending emails, about 2-3 hours a week management of all three programs. Need someone outside of IT to track.) **Elizabeth will write justification.**
- **Building maintenance fee**
  Could raise a little.

**Course fees**
- **Math for elementary ed fee**
  About $14-15 to buy supplies
- **Science fee**
  Slight increase.
- **Orientation fee**
  Requesting increase to cover expense of orientation for all students, not just degree-seeking (exception for dual credit, but on-campus experience yes to know support services, etc.) Almost have fully online version of orientation, there is a make-up online.
- **Transcript fee**
  Requesting increase.
- **E-commerce fee**
  Discussed. Do not do away with $10 fee, but will not use at this time.
- **Course challenge fee**
  Numbers will increase due to PLA. Increase slowly every 2 years. **Denise will write justification**, compare to KALE process and frequency, will have to hire an adjunct.
- **Academic Placement Test fee**
  Remote testing, unsure how this fee will work. No $10 for individual placement. Break out to Math placement and English placement. $10 for single, $20 for both, reading part for free. **Elizabeth will write justification.**
- **Continuing Education fee**
  Tied to Regent policy, **Denise will contact Mary.**
- **Distributed Learning fee**
  Committee proposing a change. Paid for adjuncts and course designs, design initiative this summer will come out. Discussed possibly using online fee pot to buy simulation equipment. Do not reduce at this time. Denise will work with science faculty on simulation package to charge to this.
- **Graduation fee**
  Cost going up. Discussed only one fee for multiple degrees, auto-awarding. Increase to $35. **Elizabeth will write justification.** Specify cheaper for students overall even though fee is increasing.

**Designated Program fees**
Nursing need to go to course fees, remain consistent over time. Other than nursing, pull everything from program fees assigned to courses.

- **Coveralls and shop rags**
  Eliminate and sell through bookstore, faculty and student responsibility to clean.

- **Automotive Class Materials**
  Most of increase due to switch to biological solvents. Numbers may be a bit high. Low in comparison to other schools, but may be perceived as supplanting fees for tuition. **Denise will determine specific course fees.**

- **Construction**
  Not being charged, nobody paying, but keep for future.

- **Diesel**
  New fee for Amatrol online content. Needs detailed out, separate into course numbers. Discussed designating daytime / nighttime course numbers (night is hybrid program, half Amatrol and half online). Perhaps charge hybrid fee and then pull out of online fee pot. Truly hybrid courses.

- **Advanced EMT**
  Forthcoming. Students may be unable to cover gym membership until they get their financial aid disbursements. Discussed trial rental of space per student per semester. Then could be a course/lab fee. **Denise will have Mike work on that.**

- **Information Technology**
  No change.

- **Office Technology**
  Mostly put in place to cover paper. Plan to increase Coding and Medical Software, no fee for the rest.

- **Welding**
  Increases and new fees. Fix name on sheet metal name, descriptions.

**Wellness Fee**
Discuss above.

**Certificate completion program and potential waiver of $25 graduation fee**
Discuss above.

**Institutional Committee Membership**
Waiting to hear back from division chairs. RRC have two meetings scheduled, core of 9 met. Important that minutes are posted, reflect attendance.

**Starfish Three-Year Cost**
Purchased by Hobson, some changes, but not offer. Discount for dropping some advising brought price down. Received request from Missoula about DegreeWorks. Prefer Starfish. Don’t want to drive students to yet another platform, already in Starfish, Moodle, and Banner. Maintenance, fees to institution, etc, vastly different, DegreeWorks much more expensive. Leadership agreed to move forward, making commitment to Starfish, not using DegreeWorks. Elizabeth will determine full advising cost and bring back to Leadership.

**Strategic Planning Review**
Asking Leadership to take back to areas and tie into SP. HC is on track, addressing questions. Get info down to mid-level management, onto their reports. Will discuss at CC.
**Spring Enrollment / Enrollment Analysis**
Natural trend for two-year college. Moving for more part-time, evening, weekend. Head count up, FTE down. Need to focus and incentivize students who are capable of taking full credits. Help students understand increased value of higher credit load, ability to drop if not doing well and have cushion. Discussed if increasing DE credit load. Most of extra would be in form of on-campus experience. On campus pays same as DE by board policy – half tuition, course fees, no other fees. Because capped at 8, most take 6 credits. Would bring on campus/online. Discussed upping to 9 or 12. Counts as elective towards HS graduation. Denise will bring something back.

**Final Check Before BOR**
Will discuss IPEDS data at UM Budget/Affiliation meeting, asking if happy with peers, shifting and results. Summer will invite Leadership to UM Budget meeting. Denise will look for info on the auto-selections. No host dinner on Wednesday after UM meetings. Denise has CAO breakfast Thursday morning, BOR going to Hometown Helena. Will open HC intro at BOR with online design, course completion, success, etc. Part of Governor’s budget to increase high speed, would be a tie in. Denise, Tia, an adjunct. Encourage a Gen Ed or Transfer faculty. No evening activities. Temp Student Center in 002-003 with snacks, coffee discounted at coffee bar. Students have been notified about parking, handicapped still available. Summer will send an email regarding BOR, parking, etc. to UMH Everyone.

**Graduation Update**
Unable to secure Kevin Connolly as speaker. Other suggestions were George Dennison, Mary Moe, Eric Smith, Ron Alles, and Tyler Knott-Gregson. Leadership suggested Tim Fox, very dynamic speaker. Summer will email suggestion to graduation committee.

**Budget Mod**
Nursing chairs. Discussed getting different tables for math for elementary. Need to decide what the institution can afford and then roll into it at a certain time. Must be functional for cross use, cost efficient, can be phased in. Denise will identify groups to start. Mod sent back to be worked on.

**Policies**
- 200.6 Academic Integrity Statement
  Deferred.

**Deliverables from 2/17**
- Kim will add Behavioral Assessment Team into safety policy, take back to safety committee with subcommittee info, bring back to leadership, to CC, then formal review though campus.
- Mike will look at how well filling seats available, pull numbers for spring enrollment, research how other institutions are presenting standard measures, send list of standard measures to Leadership so they can determine what indicators would be of value to each area.
- Elizabeth, Barb, and Mike will create a marketing campaign for transfer information, course completion (especially online).
- Denise will work with Val to get written documentation that Bookstore remodel will be final student project and Harold will be there to supervise construction.
- Jeff will get back to Elizabeth this week to see what IT can do about data uploads instead of Starfish.
- Elizabeth will get examples of Starfish degree audit system to Denise and Mike.
- Mike will work with Sodexo on internal and external evaluation.

**Deliverables from 3/3**
- Russ will return band saw return request and ask for more info
- Elizabeth will determine full Starfish cost with advising and bring back to Leadership.
- Denise will bring something back regarding increasing dual enrollment cap.
- Summer will send email to campus regarding BOR, parking, etc.
- Summer will email new graduation speaker suggestion to committee
- Denise will identify groups to start looking at new tables around campus (like Math for Elementary Ed)

**Fee changes**

- Denise will discuss Library fee with Della.
- Russ needs to work with Missoula to address Student Union fee.
- Increase Equipment fee
- Possibly increase Computer fee
- Elizabeth will write justification to increase Wellness fee
- Possibly increase Building maintenance fee
- New fee for Math for elementary ed fee
- Increase Science fee
- Increase Orientation fee
- Increase Transcript fee
- Denise will write justification for Course challenge fee
- Elizabeth will write justification to adjust Academic Placement Test fee
- Denise will contact Mary to discuss Continuing Education fee
- Denise will work with science faculty on simulation package to charge to Distributed Learning fee.
- Elizabeth will write justification to increase Graduation fee
- Eliminate Coveralls and shop rags fee
- Denise will determine specific course fees for Automotive Class Materials
- Need to separate into course numbers
- Denise will have Mike work on Advanced EMT fee
- Increase Coding and Medical Software, no fee for the rest of Office Technology.
- Increase and new Welding fees, fix campus name, need descriptions.