Human Resources
Posted positions:
- Accounting Tech
- Disability Resources Coordinator
- Academic Advisor
- Bookstore Clerk
- Business Instructor
- Non-Tenure Track Welding

All close first part of next week. Not many applicants yet on anything. Finalizing letters. Reminding people about open enrollment. Deadline May 20. HR sent reminders to supervisors for outstanding contracts. Summer letters done, most fall letters already back.

Performance-Based Funding (recurring)
Elizabeth sent out latest draft, will be shared at BOR. Biggest issue is that Fall-to-Spring went to Fall-to-Fall. Changed retention and completion, committee had asked early enrollment to drop, brought down to 15. Using the most recent data available, depends on what’s available. Data presented to BOR will be from 13-14, do not have 14-15 yet. Funding for FY16 will be off 14-15. Fall-to-fall for AY15 not available yet, likely go on complete year. Ability of institution to appeal and get funds back didn't move forward. OCHE controls scholarships, not task force recommendation. After year 1, institutions can re-earn reserve funds if make year two. If money in left after year 2, that goes to scholarships. Cannot use money to go after special requests. Will really hurt Billings. Total percentage allocated 10% of MUS budget. Will likely increase next year.

Testing Centers
Some issues came up in the last few weeks. Upstairs used for testing. Across from cashier. COMPASS tests require close proximity to student support center, being done in computer lab across the hall. Counseling room 119C individual office used for disability testing. Cannot have monitoring equipment in counseling room. Room 208 mostly certification, makeup testing, etc. as intended. Currently one computer with a task light. Leadership discussed dividing 103 in half to get two spaces. Would need to insulate for sound, sound-deadening doors with some kind of side-window or some sort of viewability, heating, lighting, etc. Regular table and chair. Russ will look into what needs to be done to make 103 into two rooms.

Possible integration of student resources
NWCCU integrated single sign-on solution. Leadership discussed if that is something HC can achieve, possibly using Starfish and DegreeWorks in a way that students see one unified portal. Elizabeth suggested embedding more in myHC, Jeff looking into it. Mike will send contact info to Russ/Jeff and will discuss with RRC. If requires database programming, may not work with UM. HC Banner module sometimes causes issues. All administrative RRC members in favor.

Last details of graduation
Leadership briefly discussed prep for graduation.
Update of Summer schedule
Summer enrollment looking good. Generally requiring 4 students to keep the class open (enough to cover faculty salary) with the caveat that a student may need last credit to graduate. Tia and Denise will be making decisions next Thurs/Friday and will outreach to the students to inform them of cancellation and to offer assistance in finding a class.

Need to do major small tool inventory. Shop, review, cleanup, etc. in schedule. Val working with faculty for different storage plans for some areas, storing behind locked doors, possibly a check-out system.

May BOR Meetings
HC Mission presentation, leadership will attend. SAOs meeting Wednesday. TAACCCT III, TAACCCT IV, CAO, Two-Year CEO retreat. Summer has lodging for Leadership. Dean Bingham’s Wednesday meetings start 8 am. Mick reviewed HC’s fee tables, cut increase to transcript, but stated could be discussed if the group focusing on policy with regards to transcripts to change to transcript policy. Elizabeth will discuss with MACRO folks. Mick stated HC did good job balancing. Val Martinez will stand in for Denise on CAO conference call. Tia will be out. Two programs are on the list from other schools, Denise and Val discussed for unnecessary duplication. Minor change with request to expend computer funds.

2015-2016 Budget update
Priorities from Budget Committee carved some out of next year to potentially purchase this year – Starfish, EMS, additional trainers for diesel (have beginning level materials, would like to do intermediate modules – bought first year with TAACCCT funding, want to extend into second year. Purchasing rights (kind of like software) to make possible to do more advanced second-year. Incurs yearly fee, but does not depend upon number of modules employed. Based on enrollment of the programs, not the institution. Yearly fee currently in budgets when agreed to use in the first place. Get functionality across TAACCCT and other programs. Aviation might use some hydraulics also, 1st and 2nd year.) None of the priorities are enhancements. Would be $35k-$40k to replace 8ft, 6ft, and 5ft tables with Mity-Lite. Russ will write sole brand justification due to issues with other tables. Replacing plastic and task chairs about $85k-$150k. Many options, but little time. From accommodative side, prefer armless, adjustable tilt to seat, lumbar support, soft task chairs. Should have same chairs available in the library. Some dedicated because public space. Will move $30k to HC scholarship, more if possible because need-based aid didn’t pass legislature.

Summer coverage, vacations, and campus dress / Summer facilities work
Ensure areas covered. Discuss any alternative schedule requests with Dean Bingham, otherwise hours as usual. Facilities schedule will remain the same except possibly some limited access at airport campus. Denise will get schedule to Russ. Admin will be there week after spring/before fall. Val, Rick, Brandon there all summer. Dress code still business. Bookstore will be finished. Matt working with summer temp on trim work. Exterior paint will match surrounding walls, interior will have Josh’s alternate paint color scheme. Flooring will be epoxy and fleck, ensure fatigue mats. Looking at Fire & Rescue overhead door, Russ will look into exhaust ventilation above Fire & Rescue. Upstairs water fountain and requests for bottle filler (look at plumbing). SGA has funding for the bottle filler. Simplifying landscaping. Russ requested people contact him if they see other projects that need done. HB2 passed, waiting on list of approved projects from UM. Looking into option for Jennifer’s desk.

Old Business
- **Copiers**
  - Russ will check into airport campus copier use
  - Russ will check with state and UM to see what we can do without bidding
  - Russ will look at current machines, determine which could move to library and/or airport

Replace major machines. Looking at leasing rather than buying, go to more network printers with code feature. This may cause difficulty in Student Affairs at times. Ensure not causing problems, but want to ensure we are
saving some. If leasing, do not need money up front. Using most reliable current machine for student machine in library. Replace main office at AP campus. Russ will contact businesses in town.

- **Tables/chairs**
  - Russ will forward the inventory list to leadership.
  - Russ will make a recommendation, send to Leadership.

  See above.

- **Video Equipment totals**
  Elizabeth will have Barb do budget mod.

  Done.

- **Registration numbers for summer and fall**
  Dean Bingham, Mike, Denise, Elizabeth, Rick will meet about enrollment decline.

  Done.

- **Budget Mod – ZoomText**
  Elizabeth will work with Rick/Jeff to have student test, then make plan.

  All worked out and ordered.

- **Financial Aid error – student account payment**
  Russ will look back to when money would have been distributed to see what activity was on the account. Deferred to next meeting.

**Other discussion**

- **TAACCT 3**
  Assessment center issues. Dean Bingham working with Rick D. Will wait and see what happens.

- **Faculty Evaluations**
  Ad hoc committee of LMC is meeting to redo faculty evaluation instruments. Denise will get faculty evaluation verbiage to Mike for Qualtrics.

- **Adjunct Estimates**
  Denise will get adjunct estimates to Russ before Monday meeting.

- **Sodexo Survey**
  Employees responding, different from student views. Mike will have survey results before meeting with Sodexo.

- **Noel-Levitz Survey**
  Mike is reviewing, will bring to Leadership and CC.

- **Miller Welding**
  Timing, scheduled with Division Chair.

**Deliverables**

- Russ will look into what needs to be done to make Room 103 into two rooms.
- Mike will send contact info to Russ/Jeff for integrated single sign-on for students and will discuss with RRC.
- Denise will get summer Airport schedule to Russ.
- Russ will look into exhaust ventilation above Fire & Rescue.
- Russ will contact businesses in town about copiers.
- Russ will look back to when money would have been distributed to see what activity was on the student’s account to help determine what to do about the FA error.
- Denise will get faculty evaluation verbiage to Mike for Qualtrics.
- Denise will get adjunct estimates to Russ before Monday meeting.
- Mike will have survey results before meeting with Sodexo.