S E N I O R  L E A D E R S H I P  T E A M  
Minutes  
Dean Bingham’s Office – 2/5/2016

In attendance: ☒ Daniel Bingham  
☒ Chad Hickox  
☒ Russ Fillner  
☒ Elizabeth Stearns-Sims  
☒ Matthew Richards  
☒ Michael Brown (via Skype)

Also in attendance: Summer Marston (recorder)

HUMAN RESOURCES  
- RECRUITMENTS

Open Recruitments:  
- Aviation – Re-advertising; no applicants; checked with National Guard, but most don’t have A&P  
- Computer Support Specialist III/Webmaster – two applicants; first review 2/16, open until filled

Recently Hired:  
- Information Support Specialist – Rick Odermann  
- PT Custodian – Emily Krissovich  
- Nursing Lab Coordinator – Theresa Huschka  
- CNA Instructor (Continuing Education) – waiting for the state to certify the successful candidate

Upcoming:  
- Accounting Business Instructor – waiting for direction from Academics  
- Life Science Instructor  
- Office Technology Instructor  
- Financial Wellness Coordinator  
- Accounting Associate III – waiting for information from business office

- PROFESSIONAL DEVELOPMENT COSTS

Review of PD requests over the last three years. Leadership has seen about half of the applications, approving 91%. They look at frequency, benefit to the institution. Committee has a rubric based on some of those things, how well meets the college mission, points given for other funding sources, frequency, etc. Rubric may need to be adjusted. Travel typically brings cost over $1000. Leadership discussed raising the threshold, agreed to raise it to $1800. Clarify wording for budget contribution to reallocate.

PRIORITIZATION PROJECT UPDATE

Next step to establish an ad hoc committee from the suggested areas to come up with prioritization and recommendations for Leadership and College Council. Leadership agreed to move this forward.

SUMMER CALENDAR

Currently doing a 10-week and a 6-week, need to look at where ending, starting, what offering. SA would like to start instruction in June and have 10-week or two 5-week. A&P I and II and Chem I would be shortened, which may be an issue. If financial aid is involved, need three weeks between spring semester and summer, currently only have 1 week.
Summer considered the tail of the academic year fiscally, but for planning is the beginning. Need to determine summer 2017 for the catalog, student guide, etc., by March 1. Chad will meet with Robyn and Tammy.

**ACADEMIC CALENDAR – LOOKING AHEAD**
Draft Academic Calendars have been plotted out up through 2026. Leadership will review, discuss at the next Leadership meeting (right before the next Calendar Committee meeting). A few years only have 74 days in the spring; need 75.

**HC DUAL CREDIT OUTCOME STUDY CONTINUED DISCUSSION**
Daniel and Mike (via phone) will meet with Amy Williams and Tyler Trevor to discuss data mining. Current info is confusing. Mike is researching where HC students are going, if they are low-income, high-risk, not going to college or going anyway. Hope to bring in the segment of the population that is not going on to college. Some things are not being addressed, like the capture rate. Many students aren’t going to college two years out. Need to analyze, see what can be done to remove barriers.

**FALL EOT DASHBOARD**
Mixed, some modest improvements, down about 10% from last fall. Course planning lost gains this fall, seats offered/seats filled. Online completion rate is concerning. Chad will monitor this, need to make changes. Mike will provide face-to-face course completions for comparison. Approaching parity.

**IPEDS 2015 COMPARISON REPORT**
This comparison is just Montana 2-yr, only those that report for Title IV. Comparison group wasn’t changed due to miscommunication with UM. Mike will get it resolved for next year to a broader list that is more regional. Some big disparities. Leadership will take the IPEDS Comparison Report back to their groups.

**UPDATED RETENTION, GRADUATION AND TRANSFER RATES**
Shows how we rate against ourselves, two-year schools, regionally, ACT survey, and nationally from DOE. Nationwide, Montana has the highest transfer out before graduation and lowest 2-year degree attainment. Technical programs have high completion; high Gen Ed population pulls the rate down.

**COMPUTER SUPPORT SPECIALIST POSITION CONCERNS**
Concern over qualifications in the vacancy announcement. “Extensive” means 50% of time. Matt will review the job description to ensure it is accurate. Need to determine what are the priorities with the web, could come out of prioritization. Russ will set up a website meeting; Elizabeth and Chad will send names of people from their area to participate, include Mary Lannert. Leadership will discuss an organizational chart for processes and following the chain of command during a retreat this summer.

**REVIEW FOUNDATION EVENT (LEADERSHIP LOGISTICS)**
Barb and Summer are working on some things with the Board members. The main goal is money for scholarships.

**STUDENT HOUSING UPDATE**
Dean Bingham met with Marty Schuma of Dick Anderson Construction about a partnership. HC would lease the land, Dick Anderson Construction would build the apartments, rent to students, etc. Dean Bingham will work with UM, legislators, etc. Anticipate approximately 72 rooms, both 2-bedroom and 4-bedroom. Dick Anderson Construction has done housing for Tech and Carroll.

**CHAIRS UPDATE**
Options were discussed. Looking to replace all blue/black, random soft, and old blue task chairs. Russ presented options. Each room will need 2-3 task chairs without arms. Leadership agreed to have samples brought in to pick from. Discussed
chairs for nursing. Students spend a great deal of time in those chairs. Leadership approved task chairs for nursing. Task chairs in computer labs are in good shape, put into place in 2007.

**Copier/Printer Update**
Options were discussed. Several different companies, cost to purchase 6 copiers highlighted gray on the handout. Cost of ownership shows amount with copies. Leasing tends to cost more, better off buying. Current machines are 5-7 years old. Current machines have varied speeds. Looking to get everything at 75 ppm to help eliminate some small printers, all multifunction, PIN codes, similar size to current. Russ recommended Toshiba because (1) the maintenance people are well-known and liked and (2) they have an agreement with PaperCut (the software HC uses on campus to track printing, student allowances, etc.) Jeff is looking into a newer version of PaperCut, could allow third-party pay at copiers. Leadership approved purchase of five machines (one in the library, one in Student Affairs, two for faculty, and one at the Airport campus).

**Extension Site Info**
Wyoming done by counties, Elizabeth outreached. Summer will send the info out that Elizabeth sent.

**Graduation Speaker**
Names were suggested to Leadership. Leadership will send further suggestions to Summer.

**Tech Club Proposal**
Came through IT committee, SGA approved the club. Holly Wendt is president and met with Chad. Concern with liability, Elizabeth will send the liability waiver to Lucy for review. There is a class dedicated to computer repair, faculty willing to supervise. Need a place that is lockable for a long period of time to do updates, scanning, etc. Could carve out some space. Talked about doing it on a Saturday, maybe with an open lab, but turnaround time would be excessive. Concern regarding longevity and about the college setting a precedent. Questions that need to be answered - Where, liability, hours, safety, security. Chad will discuss with Shawn Scott, request research of processes from like institutions.

**Policies**
- 400.1 Conflict of Interest (Revision) (Attachments 8 & 9)
  Comments sent to leadership with meeting materials.
- 400.9 Contagious Disease
  Elizabeth and Chad will discuss absence approval.

**Old Business**
- **Matt will distribute the evaluation tool for use.**
  Done.
- **Matt will send PD applications with committee scoring to Leadership.**
  Done.
- **Dean Bingham will have Russ check with Mike Reid regarding Fire & Rescue Storage at UM.**
  Russ sent him and email and he’s looking.
- **Leadership will do tours during the HCF Kickoff Event.**
  Discussed.
- **Summer will send HCF kickoff invites to program advisory councils, including Library, Veterans, and Disabilities.**
  Done.
- **Summer will plot the calendar out ten years to determine if April Friday Student break works consistently.**
  Done.
- **Chad will bring Tammy Burke in to work with Mike on Columbian Firefighter remote training, as well as IT.**
  Submitted the proposal to the umbrella organization.
- **Look into Dual Credit Scholarship through the HC Foundation to help economically disadvantaged students.**
Discuss at a later date.
- **ELIZABETH WILL DISCUSS A COMPLETION SCHOLARSHIP WITH UM TO HELP ENGAGE STUDENTS AND INCREASE ARTICULATIONS.**
  Undergoing changes in leadership at UM, will lengthen the process.
- **LOOK INTO CHEMISTRY ARTICULATION WITH TECH.**
  Chad will look into what HC can do to help Tech prepare students.
- **CHAD AND ROBYN KIESLING WILL WORK TO CREATE PATHWAYS TO HELP STUDENTS START IN HIGH SCHOOL, COME TO HC, THEN GO ON TO 4-YR DEGREE.**
  Ongoing.
- **LOOK INTO FEE FOR HC STUDENTS TO PARTICIPATE IN COLLEGE EXPERIENCE ACTIVITIES AT A 4-YR.**
  Ongoing.
- **DEAN BINGHAM WILL REQUEST DATA FROM OCHE TO ANALYZE DUAL CREDIT HOLISTICALLY AND REGIONALLY.**
  Ongoing.
- **MIKE WILL PROVIDE ELIZABETH WITH DATA ON HC TRANSFER GPAs COMPARED TO HOMEGROWN. BRING BACK TO NEXT LEADERSHIP MEETING. GET TOGETHER INFO AND THEN PRESENT TO OCHE.**
  Data not readily available.
- **CHAD WILL SEND AN UPDATED ACEN AGENDA TO LEADERSHIP TO HELP WITH PLANNING.**
  Done.
- **ELIZABETH, MIKE, AND MATT WILL REVIEW MONTANA COLLABORATIVE PROGRAMS MOU IT AND PROVIDE FEEDBACK TO DEAN BINGHAM.**
  Part of the WICHE ICE. Leadership will wait on system decisions.
- **SUMMER WILL HAVE A DRAFT REDLINE REVISION OF POLICY 400.1 POSTED ONLINE AND WILL NOTIFY HC EMPLOYEES OF REVIEW PERIOD.**
  Done.
- **LEADERSHIP WILL REVIEW AND PROVIDE FEEDBACK TO MATT ON DRAFT POLICY 400.9 CONTAGIOUS DISEASE.**
  Discussed.
- **BRING EDUCATION CENTER IN TOWNSEND BACK TO THE NEXT LEADERSHIP**
  Bring to next Leadership.
- **CHAD WILL DISCUSS MOODLE WITH ACADEMICS AND BRING BACK TO LEADERSHIP.**
  Ongoing.

**Deliverables**
- **CHAD WILL MEET WITH ROBYN AND TAMMY TO WORK ON THE SUMMER CALENDAR.**
- **LEADERSHIP WILL REVIEW, DISCUSS AT THE NEXT LEADERSHIP MEETING.**
- **DANIEL AND MIKE (VIA PHONE) WILL MEET WITH AMY WILLIAMS AND TYLER TREVOR TO DISCUSS DATA MINING.**
- **CHAD WILL MONITOR ONLINE COMPLETION RATE TO MAKE CHANGES. MIKE WILL PROVIDE FACE-TO-FACE COURSE COMPLETIONS FOR COMPARISON.**
- **LEADERSHIP WILL TAKE THE IPEDS COMPARISON REPORT BACK TO THEIR GROUPS.**
- **MATT WILL REVIEW THE COMPUTER SUPPORT SPECIALIST JOB DESCRIPTION.**
- **RUSS WILL SET UP A WEBSITE MEETING; ELIZABETH AND CHAD WILL SEND NAMES OF PEOPLE FROM THEIR AREA TO PARTICIPATE, INCLUDE MARY LANNERT.**
- **LEADERSHIP WILL DISCUSS AN ORGANIZATIONAL CHART FOR PROCESSES AND FOLLOWING THE CHAIN OF COMMAND DURING A RETREAT THIS SUMMER.**
- **SUMMER WILL SEND THE EXTENSION SITE INFO TO LEADERSHIP.**
- **LEADERSHIP WILL SEND FURTHER GRADUATION SPEAKER SUGGESTIONS TO SUMMER.**
- **ELIZABETH WILL SEND THE TECH CLUB LIABILITY WAIVER TO UM LEGAL FOR REVIEW. CHAD WILL DISCUSS TECH CLUB PROPOSAL WITH SHAWN SCOTT, REQUEST RESEARCH OF PROCESSES FROM LIKE INSTITUTIONS.**
- **ELIZABETH AND CHAD WILL DISCUSS ABSENCE APPROVAL (400.9 CONTAGIOUS DISEASE).**
- **BRING EDUCATION CENTER IN TOWNSEND BACK TO THE NEXT LEADERSHIP.**