HC Leadership Team
Minutes
Dean Bingham’s Office – 8/16/2016

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:
• Workforce Navigator- Open until filled. No interest.
• Computer Support Specialist II- Closed last night (Monday night).
• Director of eLearning – Closes 8/29/2016 (midnight)
• Reposting computer science and physics

Closed:
• Airport Bookstore Clerk- one candidate to meet with Dean Bingham 8/17
• Custodian II – Interviews start 8/17

- EVALUATION UPDATE
To be done at the end of the month.

FOLLOWUP FROM LEADERSHIP RETREAT
- SUMMER WILL SEND ORG CHART OUT TO CAMPUS, WILL REFERENCE IT IN THE STANDARD OPERATING PROCEDURES MANUAL.
  Org chart sent. Waiting on edits for procedure manual.
- LEADERSHIP WILL DISCUSS RESPONSIBILITY, ACCOUNTABILITY, DELEGATING AUTHORITY, COMMUNICATION BETWEEN AREAS, WHAT MANAGERS/DIRECTORS CAN EXPECT OF LEADERSHIP, ETC., WITH THEIR AREAS. SHARE INFO AND GET INPUT.
  Discussed below.
- LEADERSHIP WILL SHARE HIGHER ED NEWS IN DEPARTMENT MEETINGS, ETC.
- CLARIFY RRC, PULL FACILITATORS TOGETHER BEFORE THE SEMESTER STARTS TO REISSUE THE CHARGE, SET UP ORGANIZATIONAL STRUCTURE, AND REVISIT MISSION.
  Discussed below.
- STRATEGIC PLANNING AND ASSESSMENT NEEDS TO ACTUALLY PLAN AND ASSESS. SEND INFO IN ADVANCE, COME TO MEETING WITH PLANS OF ACTION.
  Working on that at convocation. Less info-sharing, more productive.
- REVAMP VISION STATEMENT TO BE INCLUSIVE, COLLECTIVE, ETC. MAYBE THROUGH COLLEGE COUNCIL, INVITE COMMITTEE TO PROVIDE INPUT.
  Will address following the accreditation visit (May 2017).

ACCESS TO SUCCESS
Dean Bingham visited with new administrator to discuss HC/Access to Success partnership. Dean Bingham will also be meeting with the interim superintendent and board chair regarding HC/Helena Schools partnerships.
FIELD TRIPS
Process is currently difficult to understand. Leadership discussed the difference between academic vs. non-academic (club) and sponsored (any trips funded in any way through the college, including student clubs) vs. nonsponsored. Some trips will be a combination of different types of students. Academic must be planned out and detailed in the syllabus, etc. Students must be made aware there will be makeup if they fail to participate in academic trips. Main focus is liability issue. Forms help control the activity, help collect info in case of an emergency, etc. Need forms to be comprehensive and simple. Discussed having a travel policy, checklist, forms that include signature lines stating participants will comply with policy. Summer will rework student travel documents and bring back to Leadership.

RECONFIGURATION OF GRANT-FUNDED POSITIONS
Perkins half-time CBE (navigator) and TAACCCT III (also half-time) both vacant. Ongoing need for a completion coach (especially airport campus and CBE) to help with both academic or nonacademic struggles. Some overlapping job descriptions (would have to fulfill TAACCT function). Perkins does not allow permanent funding. Discussed tutoring, lab support, advising – helping the student identify what they are not doing well and long-term consequences. Leadership discussed Chronicle of Higher Ed article “Meet Higher Education’s Newest Players: ‘Educational Sherpas’” and need to ensure people are coordinated. Could have a couple high school teachers come after school, use SmartThinking. Chad, Elizabeth, Robyn, and Tammy will work with faculty to develop a pilot program to get completion up, focus on automotive and welding, share outcome with Leadership.

ID SWIPE CARDS
May combine ID and fob. Institution would backfill to cover cost or replacing IDs. Both for opening doors and security (like with lockdown). Eventually even office doors will be fobbed. Students could use in the bookstore, for printing, etc. Russ will work with Jeff and start moving proximities, coordinate with new printer, etc. Leadership discuss making it mandatory to wearing ID, will discuss with their areas and bring back to Leadership. Would require a policy.

ADULT LEARNER SYMPOSIUM, OCHE
Discussed who should attend in October – Patrick Turner, Barb McAlmond, Chad Hickox. Chad and Robyn will also suggest that Curtis Peterson do noncognitive presentation.

MATH/ENGLISH CO-REQUISITE ACADEMY MEETING
Wait until after the info session to determine who should attend actual meeting (possibilities include Joyce, Karen, Steve, Robyn, Chad, Elizabeth).

STUDENT DATA CLEARINGHOUSE
Deferred.

RETAIL SERVICES
Russ will work with Retail Services to come up with a business plan for next year’s personnel, retail, and food services.

EXTENDED HOURS
Very difficult in some areas because of limited staffing. Discussed targeting one or two days. Entire campus – FA, recruitment, registrar, admissions (maybe), student support center, trio, disabilities, veterans. Russ and Elizabeth will work out an extended hours schedule.

UPDATE ON BOR ARTICULATION PROJECT
Chad and Beth Weatherby working on MOU, Summer gathering wish list info. Summer will send info request to Chad.

LEADERSHIP MANAGEMENT PD FOR THE INSTITUTION
Mid-level management expressed interest during lunch with Dean Bingham. Dean Bingham asked Leadership to let him know if they have any ideas.

**FINAL REVIEW FOR CONVOCATION**
Ensure classrooms open. Elizabeth invited Leadership to join Charlie Nutt dinner on Wednesday. Discussed order for Friday afternoon session – Institution prioritization, Website, Budget, System-wide update, legislative session.

**TESTING SPACE REVISIT (DON 208)**
Waiting for info on Lightboard. Daniel will work with Roger to get measurements and draw up rooms with graph paper, pillars, etc. to get that convo going. Also affects computer open lab space, classroom space, etc.

**RRC – WHAT ARE WE DOING?**
Dean Bingham, Elizabeth, Chad, and Mike will meet to discuss makeup, how its moving forward, enrollment rather than recruitment.

**POLICIES**
- **300.3 ADVISORY COUNCIL (REVISION)**
  Done
  (ATTACHMENT)
- **600.10 CHILDREN ON CAMPUS (REVISION)**
  Elizabeth will make edits to clarify, send to Chad. Russ will send a webinar on ‘minors on campus’ to Elizabeth.
  (ATTACHMENT)
- **600.14 SPACE TEMPERATURE (REVISION)**
  Russ will make changes.
  (ATTACHMENT)
- **800.2 FIREARMS AND DANGEROUS WEAPONS (REVISION)**
  Summer will make minor edits suggested by Leadership and post.
  (ATTACHMENT)
- **800.3 DISPLAY OF STUDENT AND PUBLIC WORK (REVISION)**
  Summer will make minor edits suggested by Leadership and post.
  (ATTACHMENT)

**OLD BUSINESS**
- **UPDATE ON CONVOCATION AGENDA AT NEXT LEADERSHIP (FROM 7/19)**
  Done.
- **LEADERSHIP WILL PROVIDE SUMMER WITH HC SOP MANUAL EDITS (FROM 7/19)**
  Ongoing.
- **LEADERSHIP WILL LOOK AT THEIR AREAS AND BRING SUGGESTIONS/NEEDS FOR EXTENDED HOURS BACK TO NEXT LEADERSHIP (FROM 7/19)**
  Discussed above.
- **RUSS AND CHAD WILL WORK TO DETERMINE BREAK EVEN COURSE CAPACITY NUMBERS, FOCUS ON GEN ED. (FROM 6/27)**
  Not done yet.
- **RUSS WILL LOOK AT UM POLICY REGARDING RETIREE EMAIL ADDRESSES, DISCUSS WITH JEFF, AND BRING BACK TO NEXT LEADERSHIP. (FROM 6/27)**
  Determined it is a UM perk, not something HC wants to continue. Remove from retirement form.
- **CHAD AND ELIZABETH WILL GET PD SUGGESTIONS TO DEAN BINGHAM. (FROM 6/27)**
  Discussed.

**DELIVERABLES**
- **SUMMER WILL REWORK STUDENT TRAVEL DOCUMENTS AND BRING BACK TO LEADERSHIP.**
- **CHAD, ELIZABETH, ROBYN, AND TAMMY WILL WORK WITH FACULTY TO DEVELOP A PILOT PROGRAM TO GET COMPLETION UP, FOCUS ON AUTOMOTIVE AND WELDING, SHARE OUTCOME WITH LEADERSHIP.**
- **RUSS WILL WORK WITH JEFF AND START MOVING PROXIMITIES, COORDINATE WITH NEW PRINTER, ETC. TO COMBINE ID AND FOB.**
- **LEADERSHIP DISCUSS MAKING IT MANDATORY TO WEARING ID, WILL DISCUSS WITH THEIR AREAS AND BRING BACK TO LEADERSHIP.**
- **STUDENT DATA CLEARINGHOUSE DEFERRED AT 8/16/2016 MEETING.**
- **Russ** will work with **Retail Services** to come up with a business plan for next year’s personnel, retail, and food services.

- **Russ and Elizabeth** will work out an extended hours schedule.

- **Summer** will send articulation project info request to **Chad**.

- **Dean Bingham** will work with **Roger** to get measurements and draw up rooms with graph paper for **lightboard**.

- **Dean Bingham**, **Elizabeth**, **Chad**, and **Mike** will meet to discuss RRC makeup, how its moving forward, enrollment rather than recruitment.

- **Elizabeth** will make edits to clarify **Policy 600.10 Children on Campus**, send to **Chad**. **Russ** will send a webinar on ‘minors on campus’ to **Elizabeth**.

- **Russ will make changes to Policy 600.14 Space Temperature**.

- **Summer** will make minor edits suggested by **Leadership and post 800.2 Firearms and Dangerous Weapons and 800.3 Display of Student and Public Work**.