Director’s Report

Related Supplemental Materials:

- College Spring 2016 Enrollment Update
- Solicitation for Bids for Concessionaire

Communications & Comments:

1. **College enrollment for spring 2016**: FTE is at 99.8; last year at this time FTE was at 107.4; percentage decrease of 7 percent; on-going issues with admissions processes are confusing students; at least 10+ new students have not yet enrolled in any courses.

2. **Continuing Education**: BC Cont Ed course catalog sent to all Ravalli County postal addresses on Tuesday, January 19; optimistic that the publication and mailing of the catalog will result in significant enrollment and awareness increase of BC Cont Ed programming. Copies of the new catalog will be available on meeting day.

3. **Academic & Student Affairs**: The search committee for the new Academic and Student Affairs Director position chose Kathleen O’Leary for the post. The decision was made final the second week of January. With this new position, O’Leary will continue doing everything she has done in the past, however she will now have greater autonomy in administrative, staffing, and process decision-making as well as expanded duties representing the College at external venues. Many congratulations to Kathleen! The College is still waiting for word from UM Health Services regarding opening recruitment for a part-time mental health specialist. The College declined the hiring of a permanent employee for its Learning & Testing Center Coordinator this past fall following a failed search. The College has since interviewed several individuals as temporary staff for the slot; a decision on a temporary candidate is due this week.

4. **Workforce Programs**: Roch Turner has been elevated from ‘coordinator’ status to ‘director’ status as of January 1, 2016. His title is now “Workforce Programs and Development Director.” With his new title came expanded direct report duties, including the CDL program, the Bitterroot FabLab, the Welding program, the Healthcare Transformation Specialist, and two AmeriCorps volunteers. Turner will take the lead role on program development (current focus is Dental Hygiene), researching (and submitting) grant proposals, and working with donors. Many congratulations to Roch! Kate Johnson will be completing her AmeriCorps VISTA year in Marketing for the BC at the end of January; however, she will not be leaving the Bitterroot College at that time as the College and Montana Campus Compact have agreed on a new 2016 project for Johnson which will focus on development of a strategic plan associated with the recruitment of non-traditional students. Welcome ‘back’, Kate!

5. **Marketing & Events**: AmeriCorps VISTA Kate Johnson has completed the first draft of the 3-year Marketing Plan. The plan will be shared with and reviewed by the Advisory Council during the meeting.

6. **Operations**: Outstanding issues regarding the new facility:
   - CenturyLink switch for 100 Mbps bandwidth still requires some internal cabling by CenturyLink. The College has been assured that the switch will go live no later than Friday, January 22.
   - Windows have been added to the gym. Gym (or ‘student cultural space’) is now open to students. Ongoing issues with flies (BC is working with an exterminator) and noisy heating unit (BC is working with UM facility engineers).
   - Food Service/Concessionaire bid is open; closes February 5, 2016.
   - Painting the exterior of the building still scheduled for spring—to be completed by Trapper Creek Job Corps.