Bitterroot College Advisory Council Meeting
Director’s Report / Victoria Clark
Wednesday, February 17, 2016

Director’s Report

Related Supplemental Materials:
- College Spring 2016 Enrollment Update

Communications & Comments:

1. **College enrollment for spring 2016:** FTE is at 103.4; last year at this time FTE was at 112.3; percentage decrease of 8 percent; primary reason for the decrease is likely a strong employment economy (unemployment in Ravalli County is at 5.6%); other contributing factors may include confusion with admissions process, lack of recruitment materials, and limited program offerings.

2. **Continuing Education:** Continuing Education enrollment is at record levels. Continuing Education enrollment for this spring, to date, is 328 students (and enrollment is still on-going); total Cont Ed enrollment for FY2015 was 314 students; increase in enrollment is attributed to the publication and saturation mailing of continuing education course catalog.

3. **Academic & Student Affairs:** UM Health Services will fund a 16-hour/week psychology specialist position at the Bitterroot College for the remainder of the spring 2016 semester. A candidate for the temporary position was interviewed on Friday, February 12. The goal is to have the position filled and the new person started by Monday, February 22. The College hired Michelle Buchanan at the end of January to fill its temporary Learning & Testing Center Coordinator position. Buchanan works 30 hours a week with funding coming from both the Bitterroot College General Fund allocation and Mansfield Library. Buchanan holds a Masters in Special Education from Chapman University (California) and a Bachelor of Arts in Liberal Studies from California State University Stanislaus. Welcome, Michelle!

4. **Workforce Programs:** Roch Turner, Bitterroot College Workforce Programs and Development Director, with the help of Kate Johnson, AmeriCorps VISTA, submitted a $1 million proposal to the MT TechHire Initiative on Monday, February 15. The Montana Department of Labor & Industry (MTDLI) requested proposals from Community Partner Teams (CPTs) across the state for “potential inclusion in a $3.95 million MTDU TechHire Grant Application to be submitted for funding from the U.S. DOL $100 million TechHire Grant Initiative” ([http://dli.mt.gov/news/46](http://dli.mt.gov/news/46)). MTDLI is scheduled to make a decision on proposals which will be included in its grant submission on March 1. Three to five proposals are slotted for selection. Turner and Johnson’s submission involved partnering with the Montana Code School to provide rural, state-wide access to the Montana Code School Boot Camp. Many thanks to Roch and Kate for their hard work in putting a proposal together for Bitterroot College! Bitterroot College Commercial Driver License (CDL) Program will be returning to Highlands College in Butte to offer training in May and July. Classroom instruction will take place at Highlands College (three weeks), while field training (one-to-one, hands-on driving; 40 hours [1 week] per student) will take place in Hamilton. We are anticipating strong enrollment.

5. **Marketing & Events:** AmeriCorps VISTA Kate Johnson has completed the first draft of the 3-year Marketing Plan. While the plan had been scheduled to be shared with and reviewed by the Advisory Council during the January Advisory Council meeting, time did not allow for the presentation. Johnson’s presentation has been rescheduled for today’s (Wednesday, February 17) meeting.

6. **Operations:** Outstanding issues regarding the new facility:
   - CenturyLink’s 100 Mbps bandwidth switch went live on Friday, January 29. The College has gone from 15Mbps of bandwidth to 100 Mbps of bandwidth. The increased bandwidth is greatly appreciated by all! Now that bandwidth is sufficient and connection with the UM network is...
stable, UM IT is working to update and establish maintenance procedures for all Bitterroot College computers (50+ units), as well as configure network printing and student printing via the PaperCut application

- The noisy heating unit in the Commons Area (former gym) has been shut down; second heating unit (relatively quiet) appears to produce sufficient heat to keep room comfortable, however a long-term plan to repair and keep heating system properly maintained or to replace building’s heating system altogether is needed

- Fly problem in Commons Area is significant. Exterminator suggests removing baseboards around floor, clean exposed area to remove any mold (likely food source for fly hatches), and install new baseboard

- Food Service/Concessionaire bids: only one bid was submitted and then the bidder pulled their submission over concerns that customer volume would not be sufficient for sustainability; the College is now actively exploring expanded vending machine options.

- Painting the exterior of the building still scheduled for spring—to be completed by Trapper Creek Job Corps

7. **Strategic Planning:** Subcommittee took a break at end of January/beginning of February due to numerous scheduling conflicts; group will be prepared for an initial short presentation/update to the Advisory Council at the March 16 meeting