



**Date:** August 19, 2013

**To:** Board of Regents

**From:** Daniel J. Bingham, Ph.D.  
Dean/CEO, Helena College University of Montana

**Subject:** Campus Report for September 18-19, 2013, Board of Regents Meeting

---

- Office Technology Instructor Robyn Kiesling has created a customized textbook for use in Basic Microsoft Office CAP 131. Using information from four separate sources to meet the exact outcomes, she has merged the information into one customized textbook, saving students considerable money in cost of books.
- Continuing Education has contracted for training with various state departments for computer training.
- Continuing Education is offering a non-credit 75-hour Professional Customer Service Certificate developed for the Department of Revenue. The curriculum was designed by faculty and may lead into credit. This certificate was created in response to the need/demand by local employers.
- Continuing Education is offering a 300-hour Clinical Certified Medical Assistant that allows students to sit for the national certification exam. This certificate was also created in response to the need/demand by local employers.
- The Airport campus received a new roof over the summer. Construction was paid for by the LRBP.
- The Great Falls College donated a used spray booth to the Helena College. The booth will be installed on the Helena campus this fall.
- Helena College instituted a new loan disbursement procedure this fall as part of the college's financial literacy program. One of the changes implemented with the new procedures is a book voucher system. The vouchers allow students to pick up their books and supplies prior to the distribution of loan money, making it possible for students to get their books sooner and reducing the last minute rush at the Bookstore.
- The Fire and Rescue program was loaned a special-purpose fire-fighting vehicle by the DNRC. This vehicle replaced one that was previously on loan from DNRC.
- The Construction Trades Program completed two homes during the 2012-13 academic year. The college has successfully sold both structures.
- Helena College received a grant from the MUS Work Comp Committee for the purchase of snow plowing equipment. The college located a low-mileage, used truck with both a plow and a dump box, which will greatly enhance our ability to remove snow from the campus grounds.

- We are piloting two Dual Enrollment On-Campus credit courses in Automotive Technology for Fall 2013.
- With a vibrant partnership with Missoula College, the Helena College Fire and Rescue program kicked off with a full cohort of students (30 total) in both locations.
- Helena College responded to three RFPs from Office of the Commissioner of Higher Education. Notice of the awards is eagerly anticipated.
  - Rapid Response Workforce Initiative
  - Montana Big Sky Pathways
  - Dual Enrollment
- Helena College Library has developed a touchscreen library kiosk for our Airport Campus highlighting program guides to library information and services, access to the library's web presence for online resources, and "Ask Us" to contact the librarians on the Donaldson Campus by telephone, email, and live chat. This is combined with the added ability to place holds on materials in the University of Montana Library Catalog and receive them for checkout and subsequent return at the Airport Campus. Both of these initiatives were developed to encourage information literacy and enable student success in the programs of study offered on the Airport Campus.
- After surveying and interviewing students and faculty last spring, the library has developed new web pages for access to information and services in the library and off campus. The goal of this new web presence is to improve find-ability, usability and accessibility of resources and services.