



**College Council Meeting Summary**

**3:30 pm**

**Lecture Hall**

**December 11, 2012**

Present: Daniel Bingham, Russ Fillner, Elizabeth Stearns-Sims, Mike Brown, Jeff Block, Steve Lewis, Nathan Munn, Suzanne Hunger, John Hartman, Barb McAlmond, Cindy Yarberry, Gary Frankforter, Mary Ann George, Misty Greenfield, Tia Kelley, Mike Wiederhold, Guest Leah Martin and Recorder: Gigi Bottenfield

**New On-line Training Modules**

Helena College's Human Resource Director handed out information regarding the New on-line training (Training Today Enterprise) that is available through the HR department. Every employee will be required to take the HR mandatory set courses unless he/she completed them in August of this year during the Convocation. Emails will go out to those employees who have not completed the courses and they will have one week to complete them. There are 200 licenses available for each course and many different courses to choose from. Some examples are: What Supervisors Need to Know, Disaster Planning, Coaching for Superior Employee Performance, Customer Service Skills, Effective Communication for all Employees, Avoiding Exposure to Bloodborne Pathogens and many more... Only supervisors will be able to request online training for employees in their departments. The courses last from 17-20 minutes and certificates are awarded per completion.

### Institutional Advancement Committee

The Institutional Advancement Committee Chair, Barb McAlmond spoke to the committee on the various items this committee has started. Being a new committee to the College, the committee has started to meet monthly but will meet twice a month starting this month. The Institutional Advancement Committee has started to form a data base using Helena College graduates listed as alumni. Women in History will be recognized at the College in the Spring and more details will follow. 2014 marks Helena College's 75<sup>th</sup> anniversary and an event will be planned acknowledging this important stretch.

### Student Life

The Student Life Chair, Elizabeth Stearns-Sims reported on the new uniform advising documents that incorporate required course numbers and course titles. This form will be more "user friendly" for students, faculty and advisors.

### Diversity Committee

The Diversity Committee meets monthly. The Chair, Cindy Yarberr spoke to the committee on the various events that have taken place since the Fall semester began. The Friendship Center has given presentations regarding domestic violence. The silhouette display which depicted Montana victims of domestic violence were displayed throughout the Donaldson Campus in November. There were some negative feedback but overall it had a very positive outcome. The Pride Scholarship application and training took part in November. The Diversity Committee discussed the possibility of hosting an ethnic fair in the Spring.

### Budget Committee

The Budget Committee representative Della Dubbe gave us an update. The Budget committee meets weekly for two hours on Wednesday afternoon. The committee has been trained using UMDW and has reviewed index codes and discussed expenses for each department from previous fiscal years. There are set budget procedures and timelines that will be due in the next couple of months and those deadlines have been emailed out to the Budget Committee. Fee information was sent out to the departments requiring review as well.

### Safety Committee

The Safety committee has been meeting regularly, however attendance is a problem. Gary Frankforter (chair) said that they are alternating meeting locations between the Donaldson Campus and the Airport Campus for these meeting. They have been discussing the Emergency Response/ FEMA issue and are working out titles and who will be responsible for certain tasks if an emergency arises. A fire alarm drill did take place on both Campuses. There were issues with noise level, a faculty member had to be told to evacuate and valuable items were left in open offices, but overall it went very well.

### Quality Work Life Committee

The Quality Work Life committee has recently launched a Newsletter. Steve Lewis (chair) mentioned the committee has recently sent out surveys to employees to find out preferences and that is what the committee will target. They are possibly looking into informational Webinars. The committee is organizing the Winter Appreciation Luncheon that will take place on Monday, December 17 during the lunch hours. Employee participation in the "Baskets" has been positive. All departments and areas are contributing and helping.

### Staff Senate Committee

Mary Ann George, who is the Senate President conveyed that the committee does have some challenges with attendance by the committee. This has to do with time off, time overlapping and approval by department managers. She will bring this matter up at the next Leadership meeting. The Staff Senate hosted a Grizz vs. Cat food drive last month and received over 160 pounds of nonperishable food which was donated to the Helena Food Share. The Staff Senate Committee also donated a tree that was sponsored in the Festival of Trees benefiting Intermountain.

### Student Senate Committee

The Student Senate Committee held a Holiday party this past Saturday, complete with yummy foods and festive decorations. Misty Greenfield, the Student Senate Committee President commented that Santa got snowed in and was unable to make this venture but gifts were still distributed. Six scholarships will be presented in the Spring. The Donaldson Campus and the Airport Campus held a "Stress Free Zone" during Finals week complete with chair messages and healthy snacks.

### Faculty Senate Committee

The Faculty Senate has been meeting regularly and they are in the process of making some changes to their constitution. John Hartman, Faculty Senate President said they are working on the professional development/promotion situations and are looking for ways in which the Faculty can serve on committees.

### Requirements for the Upcoming Mid-Year Program Reviews

The Assistant Dean of Fiscal & Plant, Russ Fillner spoke on the requirements for the Mid Year Program deadlines. All the necessary information and forms are located on the Employee Drive under Program Review Process. The Mid-Year budget requests are due January 11, 2013.

### Tuition and Fee Review Process

An email with current fees and tuition will be sent out. All departments are to review the fees in your area and determine if they need adjusting.

### Accreditation and Assessment Updates

Mike Brown, Helena College's Institutional Researcher updated the Council on the requirements and deadlines sanctioned for Helena College from NWCCU. A document was distributed containing year three Accreditation activities. Annual program plans & FY14 budget requests are due on the same deadline-January 11<sup>th</sup>, 2013.

### Interpretation of Threshold or Extent of Mission Fulfillment

Information on "creating a mission-centric model to document effectiveness" was distributed and discussed. Helena College is setting up a measurement system that would evaluate our performances in different areas of this institution. Two Colleges indicators were reviewed and more information will follow concerning what type of indicators Helena College will implement.

Meeting Dismissed at 4:45