

COLLEGE COUNCIL

Minutes

Lecture Hall – 12/10/2013

-
- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Bingham, Daniel | <input type="checkbox"/> Hartman, John <i>excused</i> | <input checked="" type="checkbox"/> Pollock, Greta |
| <input checked="" type="checkbox"/> Block, Jeff | <input checked="" type="checkbox"/> Henry, Rick | <input checked="" type="checkbox"/> Runge, Denise |
| <input checked="" type="checkbox"/> Brown, Michael <i>via phone</i> | <input checked="" type="checkbox"/> Kim Worthy | <input checked="" type="checkbox"/> Stearns-Sims, Elizabeth |
| <input checked="" type="checkbox"/> Dellwo, Sarah | <input type="checkbox"/> Lewis, Steve <i>excused</i> | <input type="checkbox"/> Walborn, Joyce <i>excused</i> |
| <input checked="" type="checkbox"/> Dubbe, Della | <input checked="" type="checkbox"/> Lovell, Elyse | <input checked="" type="checkbox"/> Wiederhold, Mike |
| <input checked="" type="checkbox"/> Fillner, Russ | <input checked="" type="checkbox"/> Marston, Summer | |
| <input checked="" type="checkbox"/> George, Mary Ann | <input checked="" type="checkbox"/> McAlmond, Barb | |
-

The meeting began at 3:35 p.m.

Old Business

- **Professional Development Committee Chair, HR Director** – *Professional development committee will be chaired by HR Director. Mike Brown will work with Kim Worthy. In the process of switching over. Kim has info regarding amount spent, funds approved, etc. Next deadline 1/7 for remainder of fiscal year (through 6/30). Only 1 application received. Same committee members. Currently \$36,448 available, \$20,000 is Perkins and can only be used under Perkins guidelines and approved by OCHE. Anything related to Perkins (i.e., math for trades, training, something specific that can be attached – talk to Kim, Val, Mike Wiederhold). Unsure how far can extend to students. Not tutoring, not teaching, etc. Have to have educational component. Has to be connected to technical education. Think outside of box. Perkins money needs to be expended by end of June, cannot be carried over. Check with OCHE on deadlines for Perkins. Other money can be used later in plant fund. Haven't set future deadlines yet. Likely be late April/early May for anything starting July 1 to allow time for processing.*
- **PTK Activity** – *HC is responsible to get nomination placed by December 2. Tia will put together a 1-page deliverable with a PowerPoint by PTK. Unsure if nominations were made.*
- **TAACCT Grant Update** – *Kickoff in Great Falls. Faculty will be creating the details within the broader vision. Moving right along, very quickly. Good meeting in Great Falls. UM/MSU to be overseers of expenses. Goal is to have up and running by Fall 2014.*
- **Fall Luncheon** – *December 16 - Mary Ann will check to see if the Trolley will be available to move people back and forth. Plan will be communicated to UMH everyone. No budget for trolley. Everything progressing. Meals ordered. Facilities aware, IT hooking up microphones.*

Committee Reports

- **Budget** – Haven't met since last College Council, meeting tomorrow. Trades asking to have preliminaries by Friday. Budgets due January 10.
- **Diversity** – New Smithsonian exhibit (Asian exhibit) will be going in hall to replace Native American display. Monthly diversity meals planned for spring with Café. Not every week, but on Wednesdays. Depends on what is

going on for the month. Fry bread, Alaskan native salmon, more traditional Indian taco. Greta has received feedback that students enjoy it. They are buying.

- **Safety** – No new info regarding Emergency Preparedness Plan meeting. Sometime in February or March to assist in developing safety plans. Date could change. Direction set by President’s office. Safety Committee meets tomorrow. Nothing major. Looking at plan, update names on list. Will be contacting people and send to leadership with updates.
- **Information Technology** – Will get up and rolling in January/February. Getting ideas from students, faculty, people on where want to go with technology in classrooms in the future. Working on SharePoint. A few more issues, short-staffed.
- **Institutional Advancement** – Science Expo done, went well. Clientele was age-appropriate. Want to develop a speakers bureau. Small and careful, two speakers in spring semester, expand out.
- **Quality Work Life** – Working on Winter Luncheon. Newsletter received well. Looking to focus camaraderie, more monthly/bimonthly events (skiing, bowling, etc.).
- **Student Life** – ... was held with DJ, food, prizes. Lots of positive feedback. Looking at doing something less formal in the spring, events to get students to socialize and network.

Naming of the Library

Proposal to name library after former librarian, Janice Bacino, maybe have a plaque, painting. Faculty and staff senate approved. BOR Policy says names are enduring. Naming compliant with campus policy. No HC policy. UM policy 201.2, naming of university buildings. BOR and MUS must approve names of buildings and significant exterior spaces. All other facility naming requests approved by president UM. UM policy more of protection in litigation. From naming rights perspective, maybe help get other spaces renamed. Concern about future actions. Issue because naming is usually reserved for people who donate money to advance the institution. Discussed if it was brought before student senate, where funds would be coming from. Many people have expressed desire to buy the plaque. Would make a difference if it was a donation. But even display and donation of artwork allows campus leaders to determine who is responsible, policy for display of artwork. Need for policy was discussed. Needs to be more discussion, process to evaluate. Who brings forward, what is the process for naming areas. Who gets the plaque? How does that get evaluated? Include students, staff and faculty senate, mid-level managers, leadership. Task force to be created to write policy on naming internal campus spaces or facilities/recognition and bring it back to college council. Look at what happens at other institutions, give guidance, draft of policy/procedure. May name other areas at the same time. Denise and Russ will chair. Mary Ann check with Staff Senate, Greta with Student Senate, Nathan with Faculty Senate, and Leadership will ask someone from mid-level management. Task force of 5-6 people total.

MUS Safety Plan Development meeting

Discussed in Safety Committee update. More info to come. Were plans for a Title IX training also, unsure if/when. Statewide among the system. **Elizabeth will look into training.** All should have training.

Professional Development Update

Discussed in old business.

Continued need for an Open Computer Lab

Discussion about open computer lab, viability as time goes on and students acquire more devices. Increased wireless access. Institution could utilize the room for testing. IT needs to know what kind of info is needed. Concurrent logins? How many times? What software being used? How much time? Could look at existing data from the learning center, library, and 131. Some faculty find it beneficial to have a classroom or a setting. Perhaps increase use of mobile computer carts that can be reserved and checked out. Most students take care of their own, but some (estimated 15-

25%) still have a need for some services. Students can go into an empty classroom. Sometimes when a small class, instructors will allow computer use. Computer classrooms being used less with hybrid courses. There are two laptops that students can check out. **Jeff will put together data for next college council meeting.**

College Council Attendance

Once a month, same time, same place generally. If unable to attend, ensure someone attends for your area. Important to get info out to areas. **Summer will cancel and resend meeting requests** to make sure they are on everyone's calendars.

Food Share Volunteer Opportunity

Need five more shifts, 2-person shift, 2 hours long. Diesel faculty donated refrigerator truck to store for drive. Allowed for collection of 1,400 turkeys, would not have been possible without the truck.

TAAACCT Update

Discussed with old business.

Update: Foundation Board and College Advisory Council

Currently contacting possible individuals. Four have said yes, meeting with more.

Spring Enrollment Update

Down 14% from this point last spring. Compared to fall, more in line with trend. Were having higher enrollments in spring than fall, starting to get back. Blip because of economy. Higher than several years ago, but lower than blip. Won't have dual enrollment bump, some changes to how dual enrollment registration. Entire institution needs to address decreased enrollment. Customer service important to help students feel like they are part of institution.

College Calendar – Upcoming Events

Currently, there is not a calendar that shows campus meetings and events. **Committee chairs should discuss with their areas** (1) if had college calendar, would use it? Contribute? Events? Meetings? Internal or public. (2) Would be helpful? Have one internal and one public (one would populate the other without duplicating). Enough to get information out to the community. Selective rules.

Wireless Upgrades

Faculty /staff email (not students yet) increased capacity over the last 3 weeks. More androids and iPhones on system. Both 'UMH guest' and 'HC guest.' Only advertising the 'HC guest' to new students, asks for email to finish login. 'HC staff' and 'UMH staff.' 'UMH staff' is going away. Start using HC, same login info. Contact IT for problems.

Planned network outage/upgrade

Major network upgrades, network and blade service. Will be down from 8-12 on Sunday December 22. Students email unavailable, SharePoint, MRM, staff printing, perhaps phones down. Inform areas. Website up, but no Moodle. Discussed dropping UMHelena web address. Major upgrade to go to HC. HC better from marketing perspective. IT to look at timeframe. Maybe start late-spring, early summer at the earliest.

Agenda Items for next meeting

Protocol, utilization right order if someone has something to pursue, complain, kudos, etc. – Rick Henry
Clothesline project – Elizabeth Stearns-Sims

Meeting adjourned at 5:00 p.m.

Deliverables

- **Naming of the Library** – Task force to be created to write naming. Denise and Russ will chair. Mary Ann check with Staff Senate, Greta with Student Senate, Nathan with Faculty Senate, and Leadership will ask someone from mid-level management.
- **MUS Safety Plan Development meeting** – More info to come, unsure if/when. Elizabeth will look into Title IX training.
- **Continued need for an Open Computer Lab** – Jeff will put together data for next college council meeting.
- **College Council Attendance** – Summer will cancel and resend meeting requests to make sure they are on everyone’s calendars.
- **College Calendar – Upcoming Events** – Committee chairs should discuss with their areas if college calendar would be used/helpful.
- **Agenda Items for next meeting**
 - Protocol/process if someone has something to pursue, complain, kudos, etc. – Rick Henry
 - Clothesline project – Elizabeth Stearns-Sims