

COLLEGE COUNCIL

Minutes

Lecture Hall – 1/14/2014

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|---|---|---|
| <input checked="" type="checkbox"/> Bingham, Daniel | <input type="checkbox"/> Hartman, John | <input checked="" type="checkbox"/> Pollock, Greta |
| <input checked="" type="checkbox"/> Block, Jeff | <input checked="" type="checkbox"/> Henry, Rick | <i>represented by Rachel Ross</i> |
| <input checked="" type="checkbox"/> Brown, Michael <i>via phone</i> | <input checked="" type="checkbox"/> Lewis, Steve | <input checked="" type="checkbox"/> Runge, Denise |
| <input checked="" type="checkbox"/> Dellwo, Sarah | <input type="checkbox"/> Lovell, Elyse | <input checked="" type="checkbox"/> Stearns-Sims, Elizabeth |
| <input checked="" type="checkbox"/> Dubbe, Della | <input checked="" type="checkbox"/> Marston, Summer | <input checked="" type="checkbox"/> Walborn, Joyce |
| <input checked="" type="checkbox"/> Fillner, Russ | <input checked="" type="checkbox"/> McAlmond, Barb | <input checked="" type="checkbox"/> Wiederhold, Mike |
| <input checked="" type="checkbox"/> George, Mary Ann | | |
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The meeting began at 3:33 p.m.

Old Business

- ***Naming of the Library*** – Task force to be created to write naming policy. Denise and Russ will participate. Mary Ann check with Staff Senate, Greta with Student Senate, Nathan with Faculty Senate, and Leadership will ask someone from mid-level management.
Nothing new to report. Bring back to College Council.

- ***MUS Safety Plan Development meeting*** – More info to come, unsure if/when. Elizabeth will look into Title IX training.
Elizabeth stated there may not be an institutional system-wide training. Lucy and Elizabeth connected for HC training. **Bring back to College Council.**

- ***Continued need for an Open Computer Lab*** – Jeff will put together data for next college council meeting.
Handout from Jeff (Attachment A). Average between nine to eleven users concurrently with unique logons per hour, max normally between 10-2 p.m. Heaviest was 19 users (class use). Most used software – Internet Explorer and Firefox, AutoCAD. Only 50 licenses for monitoring software, will run in different labs. Only 131 is designated as ‘open lab,’ but other labs can be used and 20-laptop mobile carts available. Lockdown browser started 170 times (for testing – prevents web access). Average time spent on it was 3 hours. Useful to post the scheduled time of the computer classrooms, open lab times outside of class. Would need to make sure students know what software is loaded on what computers.

May need info from continuing ed, but not about what they currently do, but what they could do if it was a dedicated space. Maybe convert a classroom lab into a lab and open lab to dedicated testing center – accommodated testing, proctored testing. More testing would be available. Testing doesn’t necessarily require numbers, but more security. Class lab usage has been decreasing every year because of hybrid and online.

Find out how many tests have been given through continuing ed. Have much information, credit programming, noncredit programming, testing activity. All info needs to be pulled together. Denise and Mary will get together and put together a proposal (working with Sarah Dellwo, Della Dubbeand , Jeff Block).

- **College Council Attendance** – Summer will cancel and resend meeting requests to make sure they are on everyone's calendars.
Done.
- **College Calendar / Upcoming Events** – Committee chairs should discuss with their areas if college calendar would be used/helpful.
Division chairs, safety committee felt it would be useful. Take back to areas and see if helpful to have in an accessible place, one for public and one for employee only.

Committee Reports

- **Budget**
Budgets due on the January 10, acct codes. Info will go back to committee next week January 22. May be committee requests for reductions. Perhaps mid-year assessment report as part of budget next year.
- **Diversity**
Presenting 'In Remembrance of Martin' 1-hr documentary. Interviews with acquaintances, family members. Refreshments. Alan Thompson working on follow-up reflection discussion. Alan is not member of diversity committee, however, he asked Diversity committee to help him get it together.
Mike Cronin putting together historical/commercial Ireland discussion to educate in March. Maybe public invited. Changing out display, most displays in library. Elyse will change display outside of business office, new posters ready to go up.
- **Facilities and Safety**
MUS affiliates, starting towards presentation. May be contacting others for presentation. Meeting at airport campus at noon every other month on second Wednesday and alternating with Donaldson at 2:00). Will be a fire drill this semester. Mike will be contacting 'Great Shakeout.' Will be meeting with Elizabeth. HC presenting safety plan to UM affiliates. **Summer will check with President's office on dates, end of February/early March.** Institutional Safety plan on HC website.
- **Information Technology**
Planning to meet before the end of February, current future technology in classrooms, get info for what people want. Any changes in IT area that affects Academics/ Business operations. More students bringing laptops and devices, wireless usage skyrocketing. Tablets starting to take off more. Need to look at what we want to do. Touchscreen out there so much more, will become business. Rick in Danny's position, Tim in Rick's position, Danny will be done probably at end of month. IT does not have time to work on personal equipment, running into time issues with installing things on personal computers. Maybe start to charge to install software, out of bookstore or business office. Discussed standardized platform, was discussed in faculty meeting. Would help reduce workloads for IT and maintain consistency. **Denise forming an ad hoc committee.** Discussed having CT students could set up a table to help other students set up. **Jeff will discuss with Elizabeth, SGA.** Discussed issues with institutional committee minutes on the website. If not showing up, check with IT.

Discussion of student fees for purchase of new computers and what happens to old computers. Go to other labs, rebuild lab for training, donated to other schools or nonprofits. If some are usable, will try to give away to students, however, to be released by state surplus.
- **Institutional Advancement**
Securing two people for lunchtime speakers. Did not meet over break.

- **Quality Work Life**

Did not meet in December. Luncheon, giving baskets went well. Recipients were grateful. Meeting Thursday at 4:00.

- **Strategic Planning and Assessment**

Accreditation update. Three-year self-study, to Barb at end of week for print, then send to NWCCU. Evaluation March 19-21, virtual visit. Still have to treat as though they will be here. Need to be free for contact. Will have evaluators scrutinizing website page by page, make sure minutes up to date. Denise will be liaison to coordinate with NWCCU, all reviewers contact Denise. Functional area heads, governance groups, committees not to schedule off-campus travel during these dates. Clear out institution meetings. Need to be prepared.

Be sure to get midyear reports on shared drive. Mike will follow up. Issues here and there, but smooth for the most part.

Strategic planning document will be distributed soon, like what went through for commission office. May revise some strategic direction or goals.

- **Student Life**

Haven't met yet this semester. Creating committee goals. Career services is underutilized. Help students utilize. Working with faculty to see what needs may exist in relation to career services.

Faculty, Staff, and Student Senate Reports

- **Faculty Senate**

Meeting on Wednesday. ECOS met last week. Research Committee (ad hoc) dates from Elyse:

- Paula Baker, Institutional Review Board from the University of Montana, will be presenting about the Institutional Review Board process for student and faculty research on 2/10th 11:00 to 12:00 and again from 1:00 to 2:00 location TBA.
- Helena College Research Rally - Student Research Friday 3/28th
- Second Annual Student Research Creative and Scholarly Activities, Billings MT Friday 4/4th

- **Staff Senate**

Mary Ann read a statement on shared governance, issues with calendar committee and with Christmas potluck.

- **Student Senate**

Looking for new business manager who will be rep to this College Council. Planning student dance during spring semester. Researching legacy gift. Clarifying language of constitution. Meeting every week. Received four applications for senate memberships over break, currently at 26.

Clothesline Project

Clothesline project link (<http://www.clotheslineproject.org/index.htm>) sent out prior to College Council meeting. Suggested to do in April. Requested College Council take back to groups; bring back learning element in classrooms in creative and effective manner. Friendship Center will be involved. Discussed connecting with other projects. Maybe annual event; may require institutional dollars. May not be beneficial to do every year. Perhaps every 3 years.

Protocol/Process Discussion

Rick Henry read a statement on unclear protocol/processes. Opportunity for governance groups to work together with leadership to get lined out. The College has done a good deal of work over last couple years, documents revised, creation of policies. Some confusion might stem from employees that are unaware of what people may do. Org chart shows where people hierarchy, but doesn't help with senate, functions, etc. Maybe mission statements of area of



function. Helpful to gather and distribute info. Recommendation that mentor process needs to be reinforced.

Discussed hypotheticals, send to HR, HR will bring back to College Council.

Awards for years of service

Discussed in leadership. Service awards given at 5 years, 10 years, etc. Determined that farewell plaques should be given after employee has reached 5 years of service at Helena College. If significant contribution to the institution, leadership may give plaques for less than 5 years.

Overall Space Allocation/Usage

Proposals to College Council as governance and representative body, then forwarded to Leadership for final discussion. College Council was in agreement.

Professional Development

Currently 6 applications. Meeting on Friday. Will submit future requests as they come, especially Perkins money. Do not want to turn back any Perkins money. Putting info out to campus community after Friday meeting.

Meeting adjourned at 5:05 p.m.