

COLLEGE COUNCIL

Minutes

Lecture Hall – 5/13/2014

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

Recorder: Summer Marston

The meeting began at 3:37 p.m.

Old Business

• **Committees**

- **Facilities and Safety Committee** – Mike W. will check into first aid supplies. Eyewash station at AP needs to be plumbed. Guard on hydraulic press. Summer will finish pulling list together of those who will be attending the Missoula training.
Matt in the loop, communicating with vendors for eyewash station tomorrow, done in next month or so.
Mike W will ask Matt to look into servicing eyewash stations. Mike W will email update CC after Safety Committee meeting tomorrow.
- Summer will provide an updated list of committee members to CC. Done.

• **Enrollment**

Mike B. will look into 2-year colleges in Washington – matriculation to 4-year schools, enrollment increases, reaching out to bring students on campuses.
Mike on leave, next meeting.

• **College Calendar / Upcoming Events**

Jeff will provide info on logistics, cost, etc.
Will have some options by next meeting.

Committee Reports

• **Budget**

Leadership finishing, have about one-quarter left to go through. Spending freeze, all spending requires budget mods. Discussed interlibrary loan that was lost, patron will pay. However, still has to go through procedure and requires budget mod. Discussed employees buying their own supplies. Should not be happening. Plan ahead, see what is available around campus, combine supply orders to reduce paperwork.

• **Diversity**

Bulletin Board with fun university facts. Working through the library to get some documentaries (Native American) for fall, possible Ellen Baumler presentation on China town. Working to combine efforts with Institutional Advancement. Planning to include things other than ethnic. Discussed display Elyse had done outside of faculty area. Joyce will contact her to see others are available, had discussed frames on that wall for display purposes.

• **Facilities and Safety**

Discussed in old business. Working on mission statement and goals at tomorrow's meeting.

- **Information Technology**

Met May 1, discussed printing to color printer inside the circulation desk in library with print allotment, how would be counted and ink replacement. Student senate pays for ink. Students send copies to printer, pay library, then library releases. Discussed others on campus being able to print in color printer. Could be streamlined. Student Senate was asking about it. Jeff will check with Student Senate. Edits being made on draft website policy. Finished up survey questions – one for students, one for faculty, one for adjuncts. Jeff will have questions for IT committee to finalize a week before June 5 meeting. All labs will be updated to Office 2013 for fall. Offered to faculty, along with Windows 8.1. Available to staff. Caroline is putting together training for everyone to take this summer – can do online or a 1-hr IT short course for Office 2013.

- **Institutional Advancement**

Continuing to meet over the summer. Sifting through about 14,000 alumni names to contact for scholarships, will use a company to verify contact info. Working with Diversity to combine efforts and do presentation to include HC and Helena Community as well. Foundation has met several times, elected officers. Six people on the board, one more considering. First round of fundraising aimed for endowment to invest, using proceeds for scholarships. Then work towards an allied health building. Within the next academic year, there will be a 'presidential scholarship dinner' and kickoff to announce that we are in a capital campaign. Hoping to start fundraising July 1, 2014.

- **Quality Work Life**

Finished up luncheon. Walking path done at AP campus. Social activities were cancelled due to timing and weather. Planning social events for staff/faculty. More wellness talks, at least one a quarter.

- **Strategic Planning and Assessment**

Rep not in attendance.

- **Student Life**

Working on mission and goals – mission same, goals tweaked.

Faculty, Staff, and Student Senate Reports

- **Faculty Senate**

Rep not in attendance.

- **Staff Senate**

Had officer elections. Planning for next year. Planning stress management this summer, probably July. Discussed developmental math classes, many given when incoming freshmen students are still in high school. Mary Ann going to Havre for Montana Staff Senate Association / BOR for breakfast. Montana Staff Senate meets with BOR once a year. Faculty often has a lunch meeting with BOR. Encourage staff/faculty to attend, funds allocated for this. Student Senate also meets with BOR, difficult for our students to attend sometimes. Dean Bingham recommends and encourages participation.

- **Student Senate**

Rep not in attendance.

Policies

- **100.3 Discrimination, Harassment, Sexual Misconduct, Stalking and Retaliation**

New policy, addresses more than discrimination and misconduct. Discussion item only today, draft. Due to subject matter and legal ramifications, have to move on quickly. Draft copy about 15 pages. Definitions, procedures, informal and formal. Discussed 'responsible employee' and responsibilities. Document explains difference in reporting, new classifications (hate crime, dating violence, stalking, domestic violence). Can control environment? Can we control the individuals? Can we remedy? Flow chart gives ideas, but not cookie cutter. Informal aspects, legally have to provide counsel to offer resources available. Certain situations have to move forward even without student consent. Certain info will trigger, even if position/job title is not listed as 'responsible person' and should be taken to supervisor. Policy covers both employment and student. If employee, goes to HR. Discussed who should be

'responsible' persons – directors, Staff/Faculty Senate presidents (great deal of turnover), faculty role to refer (to keep things professional with students and not muddy with personal). Can be same or separate for staff as students.

600.12 Food Storage, Preparation, and Consumption

Review and send feedback to Summer. Summer will post draft on web.

Non-Attendance Drops

If student is a no-show, they get dropped on the 15th day and not billed. If student attends at all, they are charged to withdraw. Discussed default and collections. Requires further discussion with leadership.

Budget Update

Discussed in Budget Committee section.

Bathroom Facilities Update

Finalizing plan for remodel of two bathrooms downstairs and two upstairs. Men/women restrooms will be swapped. Lactation/mother's room. All rooms will have changing tables. One-time funding for facilities. CC recommended upstairs first, but depends on how far into summer the remodel goes, consider ADA issues.

OCR Review Update

Summer compiling response, corrections, will do Voluntary Compliance Plan after receive final letter of findings.

Strategic Plan Review Update

Connecting to core themes, Governor's "Main Street Montana Project." More instruction coming.

Meeting adjourned at 4:45 p.m.

Deliverables

- **Committees**
 - **Facilities and Safety Committee** – Mike W will ask Matt to look into servicing eyewash stations, will email update CC after Safety Committee meeting tomorrow.
 - Summer will provide an updated list of committee members to CC.
- **Enrollment**

Mike B. will look into 2-year colleges in Washington processes – matriculation to 4-year schools, enrollment increases, reaching out to bring students on campuses.
- **College Calendar / Upcoming Events**

Jeff will have some options by next meeting.

Committee Reports

- **Information Technology**

Jeff will check with Student Senate regarding library printers. Jeff will have survey questions for IT committee to finalize.

OCR Review Update

Summer compiling response, corrections, will do Voluntary Compliance Plan after receive final letter of findings.