

COLLEGE COUNCIL

Minutes

Lecture Hall – 6/10/2014

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

Recorder: Summer Marston

The meeting began at 3:31 p.m.

Old Business

Committees

- **Information Technology** – *Jeff will check with Student Senate regarding library printers. Jeff will have survey questions for IT committee to finalize.*
Discussed below in 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.*
Discussed below in Committees.
- *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.

OCR Review Update

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

Ongoing.

Committee Reports

Budget

Haven't met. Leadership finalizing budget to focus on \$500k shortfall. Pay increases not funded, performance-based funding not entirely received, expectation that enrollment will drop. Likely accomplished. Once finalized, will get out to everyone. Great deal of verification that needs to be done. Will be out by July 1.

Diversity

Will have Ellen Baumler "Chinese in Montana: Our Forgotten Pioneers" on a Tuesday or Thursday evening in September. Partnering with Institution Advancement Committee. Found poster source, downloaded free ones. Looking at budget to see if can afford to display more. Can rotate posters for black history month and native American heritage. Build up collection. Requested DVDs from library loan in Missoula. Looking at Japanese internment camps. Library could do a book series in conjunction. Montana PBS website Montana Mosaics, half-hour documentaries on historical aspects of Montana. Any are available for purchase, but also available to watch instantly. Joyce will check to see about public viewing. Bulletin board fun diversity facts. Will display info on events coming up in fall.

Facilities and Safety

Matt checking eyewash stations. Still trying to get together total cost for additional unit that needs plumbed. Right outside Doug's back door in the hanger. Put lights and sprinkler, but nothing else. Did not get email sent. Run Amuck team coming up.

Information Technology

Meeting Friday. Still finishing up surveys. Now can use Qualtrics survey software, will discuss with committee. Will be accessible campus-wide. Hoping to use for course evaluations. Will have 4-years use for qualitative analysis. Need very little training. Barb will contribute on branding. Jeff will set up Qualtrics. Barb, Mike, Mary Ann, and Jennifer will try it out, report at the next meeting College Council meeting to discuss how to use it and to avoid overuse with certain populations.

Discussion of domain name. Huge process and IT has a lot going on at the moment. Web address would be helenacollege.edu. Students would still have mail.helenacollege.edu email. Would be challenging to do in mid-year. The website and server certs are the biggest chore. Need to contact alumni, their email accounts are up for ten years. Start education campaign and set a date for complete changeover. Will come back at some point in the future.

Institutional Advancement

Developed goals for next year, will post on the web. Goals are:

1. Developing alumni communication plan
2. Hosting four speakers
3. Exploring possibility for creating employee-funded student scholarship.

Quality Work Life

Nothing to report.

Student Life

Celebrating vanilla milkshake day and chocolate pudding day.

Faculty, Staff, and Student Senate Reports

Faculty Senate

Rep not in attendance.

Staff Senate

Mary Ann attended BOR. Networked with counterparts. Did surveys of staff, compiled general observations. All agreed that advising is critical to student success and retention. Good for faculty and student senate reps to be present at BOR to network and see what other campuses are doing. Important that senates get involved so 2-year voices are heard. Mary Ann was asked to chair Montana University System Staff Association (MUSSA) next year. HC has funding earmarked to send reps to senate meetings.

Student Senate

Rep not in attendance.

Policies

100.3 Discrimination, Harassment, Sexual Misconduct, Stalking and Retaliation

Very important document. Has to go through the process. Lucy France is reviewing. 'Responsible Employee' is a federal term. Group thanked Elizabeth for her work. Summer will post online as soon as Lucy has given feedback.

Other Business

Discussed recent campus shootings around the country. HC student had a shotgun stolen out of his vehicle today, and the gun is not registered. Ensure everyone is cognizant. If something feels or looks concerning, share that with supervisors and colleagues in meetings, groups, etc. Discussed emergency preparedness response and recover class in coming up in Butte. Plan to send Safety Committee and Leadership to give tools for preparing. Looking into active shooter training, working with local law enforcement using HC as training location. HC just started Reserve Officer Training program.

Meeting adjourned at 4:20 p.m.

Deliverables

- **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.
- **College Calendar / Upcoming Events** – Jeff will provide info on logistics, cost, etc. next meeting.
- **OCR Review Update** – Complete Voluntary Compliance Plan and send to OCHE.
- **Committee Reports**
 - **Budget** – Leadership to finalize budget and send out to campus by July 1.
 - **Facilities and Safety** – Matt checking eyewash stations, estimate total cost for additional unit that needs plumbed.
 - **Information Technology** – Jeff will set up Qualtrics. Barb, Mike, Mary Ann, and Jennifer will try it out, report at the next meeting College Council meeting to discuss how to use it and to avoid overuse.