

COLLEGE COUNCIL

Minutes

Lecture Hall – 9/9/2014

~~Arp, Christian~~ *excused*

Bingham, Daniel

~~Block, Jeff~~ *excused*

Brown, Michael

Dellwo, Sarah

Dubbe, Della

Fillner, Russ

~~George, Mary Ann~~ *excused*

Hartman, John

Henry, Rick

Lewis, Steve

McAlmond, Barb

Runge, Denise

Schmidt, Matt

Stearns-Sims, Elizabeth

Walborn, Joyce

Worthy, Kim

Recorder: Summer Marston

Also in attendance: Mary Lannert

Committee Reports

- ***Budget***

Likely start in October. Will send out email. Need to verify who is on committee Russ/summer. Typically 3-5 Wednesdays, monthly in fall and more intensely in spring. Need to get info to Mike in Fall to get sure he has the info he needs.

- ***Diversity***

Constitution day on Wednesday, bringing in voter info, bringing in pamphlets from SOS office. Sept 23, Ellen Baumler to speak about Chinese in Montana, Mary will come to discuss the China trip. Meeting tomorrow for the first time this semester. Will be discussing Smithsonian posters, book chosen for book club (Snow Falling on Cedars). Want to do something in October for Hispanic heritage month. Reviewing some DVDs from PBS. Interested in Native American, working with OCHE and Indian Alliance. Leadership had discussed cases for posters. Would need to know how many. Could be used year after year, and diversity committee could use some of their funds year after year. Posters have had great information. Will be printing another set. PBS runs series,

- ***Facilities and Safety***

Matt new chair. Looking at school wide lockdown procedure. Discussed button for Mary/Colleen. Discussed some CPR, AED, and First Aid training. Nursing program or fire/rescue could help. Looking at adding new eyewash/shower station in aviation. Currently is a portable station with liquid that has shelf life. Class this summer on active shooter training in Missoula. Looking into training campus wide. Carroll just had one also. Helena police very interested, so coordinate with them.

- ***Information Technology***

Jeff not in attendance.

- ***Institutional Advancement***

Working out best time to meet. Working on alumni list. Culled and updated, Bryon categorizing the list in several different ways. Next will work on communication plan with alumni. Looking for a way to reach out. Good discussion and assignments for scholarships based on scholarships. Looking at payroll deductions that could go towards scholarships. Not sure if could be funneled through foundation. Need to guarantee that funds raised would go to student, could be tax deductible, likely not pre-tax. Montana Shares discussed. Collaborating with Diversity for speakers. Still looking for two more speakers.

- **Quality Work Life**
Will meet Thursday. Looking for employee activities/functions. Goal of 2-3 per semester, varied. Health and Wellness, working with HR. Discussed winter/spring luncheon. Alternate between AP and Donaldson. Discussed longevity recognition because funding has been cut. Stress Management on September 18. MUS Benefits coming to campus on Friday, 9/12. Kim will resend the email.
- **Student Life**
Have not met yet. Mission statement, started looking at themes for each month.

Faculty, Staff, and Student Senate Reports

- **Faculty Senate**
Working with IT for training sessions with SharePoint. Try to meet on both campuses. Working on integrity statement. Working on definition course discussion, independent studies. Professional advancement, different from PD committee. Basically a mentoring committee for promotion/tenure. Staffed, emails going out. Cleaned up bylaws. Working on some administrative tools. Likely meeting three times a semester, twice during and once in beginning. As TAACCCT unfolds, curriculum timing essential.
- **Staff Senate**
Email by Mary Ann. Discussed survey by Chronicle of Higher Ed. Works for faculty or staff. Unsure of cost, can be used as recruiting tool. If good ratings, then placing ad, Chronicle will put tagline on there. Need more info from Mary Ann and bring back to discussion.
- **Student Senate**
Not in attendance.

Policies

- **600.5 Parking on College Property (final review)**
Discussed 'college agent' and discussed working on vehicles that are 'parked' on college property. Leave 'college agent' in the policy rather than Assistant Dean of Student Affairs.

Remodel Update

Not going quite as planned. Upstairs restrooms waiting on some bullnose tile, supposed to have been here today, now told it would be here Thursday. Likely Monday next week. Downstairs scheduled to be completed at end of this week. Discussed testing center, braces should be here 9/25. In the meantime, will set up tables and chairs, some accommodated testing. Need to ensure cameras are functional. Important that students cannot make appointments directly with testing center calendar, need to see Elizabeth for accommodative (needs to know when the class is and what the accommodation is), Jen for makeup. Students do not schedule on Starfish. Airport campus lecture hall, heating, AC and ventilation being completed. Likely done end of October. Will be approved by city for use.

Academics, China in Spring

HC working on trip scheduled in May to China. Looking at adding a business component. Susan Winchip would be the instructor, looking at cultural and economics of china, export/import, art, culture, how all fits together and reflects on business. Goal is to do Beijing, shanghai, and a few other areas. Looking at performing arts as another component. Great Wall of China. Will be submitting to ASCR. Adding educational component, visiting universities, connect with education between china/US. Looking at visiting with instructors about economy. Combination of continuing ed or academic credit. Finishes just a little after graduation. Working on cost, some hotel cost, possibly university lodging. Cost to go to China should be less than Europe. Financial aid would need to be worked out with Val. Some courses are academic and maybe eligible. Coursework starts about halfway through semester, travel doesn't start until after graduation. Gives good understanding of country, customs, culture. Students need to begin preparing to ensure they have passports, documents needed for travel. Helping students understand and respect the country important. If students remotely interested, send them to Mary. Open to community members, faculty/staff, etc. Class is capped at 20. Likely will require a deposit, if someone interested, they can start putting

money down now. Deadline to get money in. Trip is safe, under guise of university system, state department is interested, also CHE who looking to go. Everyone that goes is required to be part of the event. Will get info on how to pack, weather, etc. If they cannot meet budget, we can use someone else, but need to communicate. Menu will also be on the website. Students at AP campus can order for the following day.

Food Services Update

Airport Campus 11:45 to 1:00, cash only at this point, working towards credit/debit cards. Open at Donaldson as of yesterday, breakfast and lunch. Cart at airport campus, cold and hot. Idea to take entry area, potentially turn into bookstore/library/food services, etc. Will go this semester, see how things go. Two week separation agreement. Accommodating, helping people get what they want. Also providing catering, so work with Christie.

Foundation Update

Sent documentation to BOR for information. May become questions. Filed with state, have tax ID, bank account being set up, money being transferred. Good group, starting to move things along.

BOR Meeting Next Week

Next Wednesday and Thursday. Budget presentations. Big issue is change in admission standards for four year institutions. Teasing out language for different policy for admission, placement, and developmental ed. Will be three separate policies. Will be presentations on TAACCCT, projects, etc. Change in when students will be expected to complete developmental courses and first college level, for students who do not, campuses will be expected to come up with plans involving advisement. Some two-year meetings prior. Breakfast with faculty at every meeting, students at every meeting.

Old Business

- *Summer change student representative from Shawn Palmer to Christian Arp.*
Done.
- *Jeff will have a demonstration of College Calendar ready for the next College Council meeting.*
Deferred.
- *Mike, Barb, and Summer will work to get Strategic Plan update to print.*
In the process.

Other Business

- **TAACCCT**
Facilities, \$700k in orders for TAACCCT grant. One is 25k-pound piece of equipment. Some other issues, short of power. Matt will meet with electrician on 200 amps to go to Moyer's area. Doesn't exist in welding, diesel, etc. Looking for a place to pull from. Need to ensure that there is enough to cover if all equipment is being used at the same time.
- **Fobs**
Leadership requested feedback as to if there are areas that would specifically benefit from fobs.
- **Committees**
Steve asked people to contact him if they would like faculty on a committee, and he will help coordinate. As well, Denise needs to make sure she knows what faculty is on what committees. Summer has master list, will update soon.
- **Student Attendance**
Rick stated class attendance, both face-to-face and online, has improved. Currently around 90-100%. Improved from when he arrived. Stated faculty/staff should be proud of their efforts.
- **Fall Enrollment**
No final enrollment numbers yet, dual credit not all enrolled. Working to bring in a few unpaid students, help them get paid and return. Enrollment likely to be flat if holds constant.

Deliverables

- *Leadership requested feedback as to if there are areas that would specifically benefit from fobs.*
- *Steve asked people to contact him if they would like faculty on a committee*