

**COLLEGE COUNCIL**

*Minutes*

*Lecture Hall – 12/9/2014*

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Bingham, Daniel  
 Block, Jeff  
 Brown, Michael  
 Dellwo, Sarah  
 Dubbe, Della  
 Estey, Leesa  
 Fillner, Russ  
 George, Mary Ann

Hartman, John  
 Henry, Rick  
 Lewis, Steve  
 ~~McAlmond, Barb~~ *excused*  
 Runge, Denise  
 ~~Stearns-Sims, Elizabeth~~ *excused*  
 Walborn, Joyce  
 Worthy, Kim

**Recorder: Summer Marston**

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**Committee Reports**

- ***Budget***

Lacking participation, Russ sent email stating people must attend tomorrow. Budget tied to accreditation. Trying to get through budget outcomes from the previous year, will begin moving forward in January. Karen Raphael-Conley will be attending to represent faculty senate. Christian Arp will attend to provide feedback to SGA. Anticipate budget shortfalls throughout the system.

- ***Diversity***

Meeting tomorrow. One display case up, other will be installed next week. Current display OPI Native American heritage posters, young people who are role models in their communities, representative of tribes across Montana. Committee has 9 posters, may purchase more. Looking into display for the Airport campus. Book club began *Snow Falling on Cedars*. Several copies in the library, can download for reading devices. Meeting at noon Tuesday 2/10 and Wednesday 2/11. Will promote events going on in Helena community centered on MLK celebrations in conjunction with Carroll. Utilizing reader board, bulletin board, email, newsletter, etc. to promote events.

- ***Facilities and Safety***

Facilities working to get TAACCCT equipment installed. All CNC machines are in place and wired, issues ironed out. Working with Northside Welding to move 25,000-pound Cincinnati break. Hopefully will move this week, working out electrical issues. The contractor is working directly with the manufacturer, may have to invest in transformers (approx. \$4000 + labor to install). Matt will discuss with Boeing as they have similar equipment. Safety committee looking at installing speed bumps along back of school (Townsend), possibly dips. May cause some snow removal issues, but pros outweigh cons. Other suggestions were bringing to the attention of Helena High, redirecting traffic, gating with fobs. Safety Committee installing suggestion boxes (built by construction class on stands built by welding) for campus community to alert the committee of safety concerns. Portable, they can be moved. Committee looking into lockdown procedure, researching other college campuses and large businesses. Committee struggling a little with attendance. Trying to get airport campus involved. Working on some form of panic button for Mary T and Bridget. Meeting with Commtech, looking at security cameras. IT working/talking with NICO and Simplex devices. Look at what HHS has, check options for both campuses. Steve gave kudos to Matt for the great job facilities does with snow removal. Some issues with city clearing streets. Matt will check with the city. Glass and locking door in

library will need to be addressed. Check out what is going on in other institutions. Library is a public space, must be considered.

- **Information Technology**

Met last week. Working on Qualtrics surveys for adjuncts, faculty, students to determine what is working, what isn't, what they would like to see, etc. Plan to administer sometime in the spring. Have some short courses ready for training (Office 2013, SharePoint, etc.), implement delayed due to short staffing. Plan to have ready January 1, plan to email something to faculty before they leave. Have ready to go by January 1. Meeting again in January. Recent Xerox assessment to evaluate printer usage. Some machines need to be replaced, some reduction desktop printer reduction suggested. Printing can be kept confidential by only releasing print jobs when code is entered. Good pricing, will review with budget process. Info would go to Missoula, then to state for approval. HC has a print management system in place, this would integrate. Evaluation included comparison cost, price per page, etc. Would address student machines, looking at using proximity cards. Contacted by current vendor as well. Rick H thanked IT for helping with Moodle issues. Mostly fixed, a few not totally worked out, came up with work-around. IT looking into Moodle training, but upgrade December 27, so IT waiting to see what upgrades are to train.

- **Institutional Advancement**

Meeting next week. Nothing new since last meeting.

- **Quality Work Life**

Employee luncheon Monday, 11:30-1:00. Rick thanked everyone for filling out survey. Unique holiday apparel contest. Five giving baskets, four nominations (seven last year). Those who received last year were incredibly grateful. Kept quiet and discreet. Take back to areas, remind people. For campus community to include adjuncts, staff, faculty, student workers. Intent was to tighten bonds among those that work here, so focus is on less transient. SGA is the appropriate place for students, did giveaways in the past.

**Faculty, Staff, and Student Senate Reports**

- **Faculty Senate**

Website up, Rick O and Steve will work together to transfer minutes. Next meeting in January.

- **Staff Senate**

Not meeting in December. Ryan and Mary Ann met with Montana Staff Senate in October, discussed professional development (how difference campuses provide, fund, etc.), user's guide to classified staff for the Board of Regents (providing positions, percentages of classified, faculty, administration).

- **Student Senate**

Winter luncheon last Saturday. Sodexo catered. Some food good, some issues. Leesa will provide Dean Bingham with a write up on Sodexo concern. Dean Bingham asked that people submit concerns in writing. Steve stated he received good feedback from his students. Had great prizes. Steve suggested having SGA send notification to faculty senate president so they can pass info on to faculty and faculty can remind students. Senates, committees, etc. are listed on the HC website.

Will be doing leadership training through the break. Business manager, new one from Airport Campus, hope to have in leadership training. Adding a secretary position, student also from Airport Campus. Minutes uploaded to the website.

## **Policies**

### **- 200.5 Credit Hour**

**(Attachment)**

ASCR reviewed, then Leadership reviewed, now to CC. All institutions will have to do this. Provides two ways, either equated to face-to-face time or outcomes-based, overseen by ASCR. College Council approved to place for review. Summer will post online and email campus.

### **All Campus Survey**

On behalf of staff senate, Mary Ann discussed with leadership. Identified as an indicator for accreditation, measure employee engagement and satisfaction. Mike has been researching. Can create one with Qualtrics, but may be better to use an existing. Mike has identified five choices. Kim will review and make a recommendation. Several, many geared towards higher ed. Some have cost, some don't. Will bring to College Council and what the implementation will be. Mike creating a comparison sheet. There is a free one, but nationally administrated, done at specific time every year, then wait for results. Would like to implement something this spring. Mike and Kim will make a recommendation of two or three to Leadership, then bring to CC.

### **Student Life Committee – Request to Disband**

**(Attachment)**

Student Life committee tasks have been picked up by other committees, moved away from their original purpose. Was the catalyst to start things, then other groups would take over those tasks. Recommendation to disband SL Committee. May reform in the future, but more towards activities, intramurals, etc. SL typically geared towards residential campuses. Need a coordinating body to pull together enrollment management – retention, recruitment and completion. Leadership recommends bringing to a central location. Dean of Academics, Dean of Student Affairs, Institutional Researcher will oversee, will include division chairs, directors of marketing, admission and records, and retention/student advising. Other participants will be added as identified. Will likely utilize short term task forces/subcommittees for retention, financial literacy - working groups to manage functions, but reporting back to RRC.

Discussion as to if it seems too institutional, diversity of input. Others will be involved in the process. This is more of a coordinating body who will create many subcommittees. Maybe appears institutional as it isn't really academic, student affairs, or IR, but combination of all three to coordinate for reporting out.

RRC committee will write up a mission, other participants to be identified will be faculty, classified staff, etc. Will go through traditional process. There is a great deal of overlap comparing budget committee and SPA. The top three would be co-chairs (not ex-officios), no one person in charge. Committee will report back to CC. RRC committee is essential to accreditation piece, will help immensely with performance-based funding.

CC does not typically vote, but good to record for this purpose. Vote will be to disband Student Life Committee and replacing it with Retention, Recruitment and Completion Committee as outlined in the handout provided. Russ moved, Rick seconded. John Hartman abstained from voting as chair of Student Life Committee. Otherwise, all approved. More info, will be forthcoming (charge/mission).

### **2015 Legislative Session**

Dean Bingham shared communication form OCHE regarding legislative session, suggested answers to questions. HC obligation as Helena is not only the capital city, but the College is also as part of MUS. Dean Bingham invited members to discuss with him if they have any questions.