

**COLLEGE COUNCIL**

*Minutes*

*Lecture Hall – 1/13/2015*

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| <input checked="" type="checkbox"/> Bingham, Daniel                              | <input checked="" type="checkbox"/> Fillner, Russ    | <input type="checkbox"/> <del>Schmidt, Matt</del> <i>excused</i> |
| <input checked="" type="checkbox"/> Block, Jeff                                  | <input checked="" type="checkbox"/> George, Mary Ann | <input checked="" type="checkbox"/> Stearns-Sims, Elizabeth      |
| <input checked="" type="checkbox"/> Brown, Michael <i>via skype</i>              | <input checked="" type="checkbox"/> Henry, Rick      | <input checked="" type="checkbox"/> Walborn, Joyce               |
| <input checked="" type="checkbox"/> Dellwo, Sarah                                | <input checked="" type="checkbox"/> Lewis, Steve     | <input checked="" type="checkbox"/> Worthy, Kim                  |
| <input checked="" type="checkbox"/> Dubbe, Della                                 | <input checked="" type="checkbox"/> McAlmond, Barb   |  |
| <input checked="" type="checkbox"/> <del>Estey, Leesa</del> <i>Christian Arp</i> | <input checked="" type="checkbox"/> Runge, Denise    |  |

**Recorder: Summer Marston**

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**Committee Reports**

- **Budget**  
Completed review of budgets, increasing attendance. Next meeting January 28. Deadline for budget submissions is Jan 19.
- **Diversity**  
Della talking about China trip on 1/21 at noon. Book club continuing, two discussion times in lecture hall. Securing film rights and getting date. Discussed “1 billion rising” at the capitol to stop violence against women 2/13 at Capitol at noon. Tammy Steckler organizing for HC. Dance on Valentine’s Day.
- **Facilities and Safety**  
Working on lockdown procedures. Plan to have draft to leadership by 2/15. Looking at various scenarios, education on how to notify, what needs to happen, safety devices for doors that open out. Training opportunities through HPD. Safety committee will present to CC, send preliminary material before. Airport campus safety working with academics and facilities (not so much safety committee involvement). Looking at legislative authority for OSHA enforcement, could include fines. Safety committee will discuss, need internal process to ensure safety and avoid fines.
- **Information Technology**  
Getting survey pieces in place. Next meeting in February. Over the break, IT wired airport campus to run new access points, more than doubled, will be at least 18 when finished. Part of additional upgrade phase that will start this spring. Trying to keep up with technology. Working to disburse the load. Discussed a policy to limit devices. Jeff looking at usage of labs at airport campus. Three computers outside lecture hall and labs, 118 not used as much in the morning, but more in afternoon and evenings.
- **Institutional Advancement**  
Will meet Thursday. Focus will be solidifying employee-funded scholarship, speakers, and sending first alumni email in February to register as an alumnus.
- **Quality Work Life**  
Luncheon in December, will discuss at Thursday meeting. Giving baskets went well. Continuing to work on camaraderie – skiing, possible indoor activity. Newsletter out early December, new editor. Will have hyperlinks, wellness incentive parts regarding points.
- **Recruitment, Retention, and Completion**  
Email went out. Have first meeting Tuesday.

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

- **Faculty Senate**

ECOS will meet in next 2 weeks to plan January and April meetings with full senate. Will send agenda to academic leadership. Deadline for final program curriculum changes mid-February.

- **Staff Senate**

Exec committee met to review and revise bylaws, will be voted on in February. Moving to meeting at 2:00 pm so staff can participate, 2<sup>nd</sup> Thurs of the month. Mary Ann was reminded to have members discuss this with their supervisors ensure coverage.

- **Student Senate**

Regular meeting day Mondays at noon. Planning to hold the meetings at Airport campus with so many members there. Leadership training coming up.

### **Policies**

- **200.5 Credit Hour**

Final review finished tomorrow. Only one change.

### **Birthday Club**

Discussed potential complications, other options such as having employees contribute an amount every year. Group agreed it would bring people together. Start small, less formal, set regular recurring date, employees contribute yearly. Donations will be put into a fund. Pick a day, third Wednesday of every month. Participating employees can bring \$5 to Summer over the next couple two weeks, donations again in September.

### **Employee Engagement Survey**

Looking at employee engagement or satisfaction survey, both strategic plan and core themes have employee satisfaction as an indicator. Mike checked with a listserv that helped identify some instruments, and he put the suggestions on a document that was distributed with meeting materials. Most very similar, all available online, all confidential. Not many 2-year features and, aside from PACE, no tool specific to 2-year. Most can benchmark against other institutions. Costs vary, free to \$5000. Timeframe are all on demand except Chronicle because that one is part of cohort. All provide summary, some have highlights, some allow breaking down, some provide raw data, most are customizable for fee. PACE likely out of price range. Gallup interesting, but pricy. Only 12 questions and not higher ed context, so cannot compare against other colleges. Noel-Levitz or HESEE recommended. Recommended ones can be wrapped up in about 2 months. Concern expressed about demographic info on HESEE survey, but HESEE will screen out and not reveal if can identify. NL good for 2 tiers, could make some campus specific, allows a few extra questions for no charge. College Council chose to recommend Noel-Levitz. Discussed when to set up, March or October. With seven-year accreditation cycle, would be good to administer at least twice. March of this year allows us to implement in next academic year and then every 3 years. Mike needs additional questions within a week and he will contact NL to start process. Plan to administer after March 12, full week. Put as line item in IR budget going forward.

### **Update on PBF**

Met Friday as full group, OCHE accepted allocation model. Presentation for all 2-year schools for distribution to 2-year institution. Can customize. Should be no surprises. Still unsure of 5%. Required 1% growth every year. Instead of hard to retain/complete being one bonus point, dropped to half. Goal to present to BOR in March. For 2015-2016 budget. Likely to be 10% of base rather than 5%.

### **Professional Development Funding update**

Currently 18 approved, 3 on desk, meeting Friday. Three new committee members. Still some funds available, but not much. Only had \$20k, no Perkins funding for training.



**Legislative update**

Legislative session started. Weekly conference calls on Friday with UM. OCHE sent a list of bills they are tracking, if someone is interested in a copy, let Dean Bingham know. Questions and highlights. Chamber meetings with Helena delegation on Fridays 12-1 at Capitol. Dean Bingham will participate.

**Distracted Driving**

Risk management having Distracted Driving class on January 22<sup>nd</sup> at 2:00. Need 6% participation to keep insurance. Info on state website, need more people.