

COLLEGE COUNCIL

Minutes

Lecture Hall – 2/10/2015

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|---|--|---|
| <input checked="" type="checkbox"/> Bingham, Daniel | <input type="checkbox"/> Fillner, Russ | <input checked="" type="checkbox"/> Schmidt, Matt |
| <input type="checkbox"/> Block, Jeff <i>excused</i> | <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 type="checkbox"/> Henry, Rick <i>excused</i> | <input checked="" type="checkbox"/> Walborn, Joyce |
| <input checked="" type="checkbox"/> Dellwo, Sarah | <input checked="" type="checkbox"/> Lewis, Steve | <input checked="" type="checkbox"/> Worthy, Kim <i>excused</i> |
| <input checked="" type="checkbox"/> Dubbe, Della | <input checked="" type="checkbox"/> McAlmond, Barb | |
| <input type="checkbox"/> Estey, Leesa <i>excused</i> | <input type="checkbox"/> Runge, Denise <i>excused</i> | |

Recorder: Summer Marston

Committee Reports

- **Budget**
Need to cut by approximately \$200k. Meeting tomorrow. Waiting on a few budgets. Comparing last year approved with this year requested, looking at 3% over to start. Unsure if there will be an allocation reduction. Trying for 2% contingency.
- **Diversity**
Friday is “One Billion Rising” rally, noon at Capitol, Tammy Steckler contact for HC. Book club (Snow Falling on Cedars) discussion today/tomorrow in lecture hall at noon. Showing the movie in the Lecture Hall in two half-showings 2/24 at 12:30 and 2/25 at 1:00, as well as full showing 2/24 at 5:15. Noted on the reader boards, bulletin boards, in newsletter. Students invited also. Steve said he’d share with faculty senate and mention in classes to get the word out. Discussed something over the water dispensers, signs on stalls in the new bathrooms (Matt will look into that). Arranged for first 15 people (students) who sign up to get a free ticket Selma at the Cinemark on Saturday 2/21. TRiO students giving away too. Montana Woman’s Suffrage display for March – five panels, two sided, will be in the library for Women’s History Month. Might outreach to high school history teachers to bring students over. Discussed displays at the airport campus, maybe something designated with renovations. Doesn’t need to be enclosed, but needs to protect.
- **Facilities and Safety**
Staffing adjustments to cover employee out on medical leave. Matt welcomed suggestions, requested feedback if areas appear neglected. Safety Committee working on lockdown procedure for the campus, new committee members, may break some things up into subcommittees. Discussed lockdown device for doors, simple, 1500 lb holding strength, may have machining produce (patent pending, can manufacture as long as not selling). Updating display cards in classrooms, may make shooter a single card. Discussed doing a presentation during orientation. Working to get all exit doors fobbed. Will discuss panic buttons. Reviewing emergency action plan for updates – positions rather than people. Plan to familiarize everyone with the document, not just safety committee, perhaps during convocation. Discussed adding info to syllabi. Discussed drills for faculty, staff, and students. Legally required to do two drills.
- **Information Technology**
Meeting Thursday.
- **Institutional Advancement**
Held meeting. Members will be approaching HC staff/faculty to participate in scholarship payroll deductions. Emailing alumni – first batch went out, second going out this week.

- **Quality Work Life**

Luncheon overall success. Some critiques of meal, will forward that info to Dean Bingham. Meet next Thursday. Talked about QWL goals, encourage activity. Looking into active area for staff to see if can work something out. Ski night not well-attended. Still looking into bowling activity. Trying to organize service day/weekend. Will remind everyone about enrolling for Wellchecks.

Faculty, Staff, and Student Senate Reports

- **Faculty Senate**

Meet Thursday for first time this semester. Agenda items will include scholarship deduction, amended professional integrity statement (vote in April, may not make the catalog), student removal (collaborative effort), evaluation of leadership (ad hoc committee creating tool, will allow group to tweak, Mike will put into Qualtrics, hopefully in next couple months) to engage in activities required by bylaws. Meet Thursday at 4, then ECOS meets after. Friday BOR breakfast for faculty.

- **Staff Senate**

Meet Thursday. State videoconference in March.

- **Student Senate**

Deferred.

Follow-up on strategic plan institutional review session

Carried out primarily so individuals could be reacquainted and utilize. Sharing info with campus to see if people understand, know about it, connected to it. Received one-pager from coordinating group, data is in multi-page document. Share with areas of institution and send feedback to SPA, will be discussed at SPA to drill down in goals, what effect on SP, what needs to be done between now and big review.

Lockdown procedure update – Safety and Security committee

Discussed in committee update.

Legislative update

Discussed gun bill before legislature that would allow guns on campus. Commissioner very concerned, backers are high profile, Governor would likely veto, unsure if could be overruled. Discussed bill to move vo-tech mill levy.

Apprenticeship Consortium Grant

A \$100-million grant to influence and infuse money into development of apprenticeships across the country. MUS working with Northern. HC has true apprenticeship program, ensure following admissions processes for apprentices.

PBF Update

Presentation on Friday for faculty and staff, GF created. Looking at 10%, other than that, not much change from prior. Elizabeth will re-send the PowerPoint to staff/faculty senate presidents. Additional conversations in the UM and MSU systems. Will be discussed in March BOR, action item in May. To be revisited in two years.

Panic Button Locations

Safety committee discussing panic buttons in welcome center, cashier's office, nursing office (possibly), and Airport campus receptionist. Matt asked for feedback on locations. Discussed veterans / TRiO, bookstore, Access, Airport parts, points of entry. Buttons are about \$80 each once system installed, calls immediately go to call center who contact police department. Silent alarm. Concern about false alarms. Discussed using phone system, like a one-button call. Safety committee will discuss recommendations to determine criteria for panic button placement, bring back to next College Council.

Donation Requests

Barb requested suggestions for protocol/procedure for seeking community donations. Foundation gearing up for campaign, concern about asking vendors for too much. Student capstone projects coming forward and businesses will get hit. Discussed having someone connected to foundation. Staff/faculty should be mindful of Helena College Foundation. Needs to be policy to inform procedure. Unfair to give anyone that job with policy and procedure. Mary Ann will work with Barb and Dean Bingham to research policies and procedures regarding soliciting donations, bring back to next meeting.

Deliverables

- *Matt will look into adding signs on new bathroom stalls*
- *Elizabeth will re-send the performance-based funding PowerPoint to staff/faculty senate presidents*
- *Safety committee will discuss recommendations to determine criteria for panic button placement, bring back to next College Council*
- *Mary Ann will work with Barb McAlmond and Dean Bingham, research policies and procedures regarding soliciting donations, bring back to next meeting*