

COLLEGE COUNCIL

Minutes

Lecture Hall – 4/14/2015

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

Recorder: Summer Marston

Committee Reports

- **Budget**
Continued going over 3% over budgets. Talked about Starfish, cuts. No meetings 3/25 and 4/1. Anticipate ability to buy down, unsure how much. Committee to prioritize items (already on budget request, not adding) to purchase before June 30. Not much budget info from OCHE. Pay plan bill left on table after transmittal, strong precedent that it may come back, will affect governor/OCHE agreement regarding tuition.
- **Diversity**
Partnering with library to support poetry month. Helping Carroll promote their diversity event on Friday, April 17, from 4-6. Looking ahead at fall programming.
- **Facilities and Safety**
Airport bookstore project going well. Library and food service areas seem to be working. Doosan machines wired. Sheet metal equipment needs to be connected yet, relocating a piece to minimize cutting into the floor. Ensure no other way before cutting into the floor. Heat issues with faculty offices. Matt will follow up. Safety Committee scaling back to core group that will meet more often and have subcommittees for projects. Core group reviewing state safety inspection and moving forward. Staff, faculty, contract professional equally representation in core group. Matt will send Summer the core list. Working on lockdown procedure. May be money available for safety. College Council discussed how people are placed on committees. Kim and Denise will draft something to work on committee assignments.
- **Information Technology**
Two surveys sent to Mike for Qualtrics, other will be sent shortly. New IT employee starting Monday. UM new contract for fiber services statewide to increase bandwidth. More opportunity to use Missoula as a backup site. Cost same, if not lower over the next couple years. Working on updates in systems. Work folders – Y drives will go away in July 1. Faculty started moving their earlier in the fall, staff started in spring. Starting to move departments.
- **Institutional Advancement**
Working on finding an alumni for next year's commencement to promote alumni association. Restructuring student id card. Developing a mentorship for current students.
- **Quality Work Life**
Habitat for Humanity event went well, plan to do every semester. Staff social at Lewis & Clark Thursday, everyone invited. Spring luncheon will likely be Thursday, survey out for accept/decline and dietary needs,

Mexican (Cinco de Mayo), extending the invite adjuncts. Remind groups about employee of the year. Deadline is end of this week.

- **RRC**

Completion scheduled to meet this week. Mike working on pulling data. Recruitment looking to shape demographics to entice students. Retention has met.

Faculty, Staff, and Student Senate Reports

- **Faculty Senate**

Meet Thursday. Put together academic integrity statement. Policy on CC agenda. Senate will see it Thursday, (has approved the statement, but not the policy). Initial viewing of a disruptive student process, will see an amended version. Articulation process discussion will continue. Putting together nominees for new ECOS and new president. Approximately 75% of existing faculty will transition off ECOS. Put out administration evaluation survey to FT faculty. ECOS will spend some time after the semester to make ensure bylaws up to date, single version, on the website.

- **Staff Senate**

Meeting Thursday. Presentation on emotional labor – front line jobs involve emotional impact that often isn't part of job description. Preparing to do elections for next year.

- **Student Senate**

Nominations for graduation student speaker and faculty marshals. Looking at doing spring social later due to schedule conflicts. Highway cleanup May 3. Russ would like to come to SGA to discuss fee table. Christian will invite Russ.

Parking AY16

New tags each year. Some complaints on size of 2014-15 tags. College Council discussed stickers as alternative. Plan to keep tags current size, keep the star, change colors.

Helena College URL

Great deal of work, will only have 6 months to complete once started. Cannot forward domains and emails because old domain will be gone. Will be many broken links unless infrastructure in place prior to move. Best to start in the summer. IT currently has six servers that have to be removed by July 1. New employee, will take time to get up to speed. Some concern from marketing and recruiting perspective that campus changed name four years ago, yet still have old URL. College Council discussed hiring a consultant to come in, make a plan, and implement. Services have moved to the cloud, so will need to re-verify everything – SharePoint, student email, Microsoft. Extension a possibility, not guaranteed and not easy to obtain. Jeff will chart out what does need to happen, timelines, HC responsibilities, UM responsibilities, manpower to decide if may need external resources or outsourcing. Daniel, Russ, and Jeff will meet to go over it. Will need to plan budget impact and marketing based on timelines. HC does not currently have the resources to run all systems parallel.

UM Campus Day

UM Campus Day (UM affiliate meeting) is a week from Thursday at Donaldson. This year, centered around international education. Mary Lannert will present about study abroad, and Tia will present on partnering with a college in Australia project. Will be about 10 people, anyone welcome to attend.

President's Advisory Council Meeting

Presidential Advisory Council reception is Thursday evening at Holter Museum. Leadership in attendance, extended invite to College Council (Summer requested RSVPs). PAC will meet Friday at Airport Campus, Mary / Tia will do their presentations to that group. President Engstrom focuses on is having students study abroad. Dean Bingham

recommended that faculty explore options like sabbatical. Tia Kelley to serve as campus liaison to Fulbright travel fellowships.

Foundation Work Update

HC Foundation kickoff planned for late summer/early fall. Foundation primary focus is scholarships. Info will go out to campus.

Feedback on President Engstrom recent visit

Overall, felt President visit was positive. Steve stated he thought the meeting prior was very helpful in giving some direction (show who the campus is). President Engstrom enjoyed the visit, felt he learned a great deal about how he can help move things along. For next President visit, plan to go out into the college and to see the institution in action. Dean Bingham requested people think about that, when and what would like to share.

Lockdown devices

Discussed device from last meeting, will see if machining can fabricate something similar. Safety committee recommends about 9 – exterior at Donaldson and push-bar doors at airport (automotive and construction labs). Discussed another device Matt brought, keeps a locked door from latching, fast and simple. Much less expensive. Planned cost for combination of both door devices about \$2000, exterior and interior. Matt will map the facilities showing doors where would be placed. Asked for people to contact him if question about doors.

Policy 200.6 – Academic Integrity

Disbursed with meeting materials. Will go to faculty senate Thursday, Leadership on Tuesday. Dean Bingham asked College Council members to review, get info back. Needs to be done before end of academic year.

Additional Business

Open enrollment starts Monday, closes May 20. Some changes. MUS Benefits will be on campus tomorrow from 11-12. HR will help people register, send reminders.

Old Business

- ***Matt will look into adding signs on new bathroom stalls.***
Looking at about 60 for new restroom stalls.
- ***Safety committee will discuss recommendations to determine criteria for panic button placement.***
Trying to determine locations for panic buttons. College Council also discussed external indicator (light or something). Core Group of safety committee will discuss.
- ***Mary Ann will work with Barb McAlmond and Dean Bingham, research policies and procedures regarding soliciting donations.***
Examples sent. Revisit at future meeting.
- ***Christian will discuss with SGA to try and improve involvement in Diversity events.***
Joyce and Christian will meet to discuss.
- ***Della, Elizabeth, Russ, Jeff, and Matt will meet to discuss Airport Campus Food Service and Library locations.***
Discussed.
- ***Safety Committee will meet next week to finalize lockdown procedure.***
Discussed.
- ***Elizabeth will contact interpreters for graduation.***
Done.
- ***Matt working on ramps for graduation.***
Renting one from Helena School district, purchasing one.

Deliverables

- Matt will follow up on heat issues in faculty offices.
- Kim and Denise will draft something to outline process for committee assignments.
- Christian will invite Russ to SGA to discuss fee table.
- Jeff will chart out URL switch – what does need to happen, timelines, HC responsibilities, UM responsibilities, manpower to decide if may need external resources or outsourcing.
- Daniel, Russ, and Jeff will meet to go over URL switch.
- Matt will map the facilities showing doors where door devices would be placed.
- Mary Ann will work with Barb McAlmond and Dean Bingham, research policies and procedures regarding soliciting donations. Examples sent. Revisit at future meeting.
- Joyce and Christian will meet to discuss student involvement in Diversity events.