

COLLEGE COUNCIL

Minutes

Lecture Hall – 6/9/2015

~~Arp, Christian~~ *excused*

Bingham, Daniel

~~Block, Jeff~~ *excused*

Brown, Michael *via skype*

Dellwo, Sarah

Dubbe, Della

Fillner, Russ

George, Mary Ann

Henry, Rick

~~Lewis, Steve~~ *excused*

McAlmond, Barb

Runge, Denise

Schmidt, Matt

Stearns-Sims, Elizabeth

Walborn, Joyce

~~Worthy, Kim~~ *excused*

Recorder: Summer Marston

Policies

- **200.6 Academic Integrity**

Some comments received. A few edits will be on the final review:

“Any faculty, staff, student or community member who believes a Helena College employee has violated the Academic Integrity statement shown above may file a Grievance using the appropriate Grievance process based upon the employee or student’s status and classification.”

and

“[institutional] relationships and interactions connected to the educational process, including the use of [Helena College]”

Noel-Levitz Survey

Mike presented a PowerPoint summary of the employee engagement survey done in the spring. The survey was posted online, all employees invited through email and , communicated at College Council, several follow-up emails. Did not engage alumni, perception as to how involved they were in decision-making. Response rate would have been higher without including adjuncts. Most who took survey worked at college for 1-5 years, full-time, primarily full-time faculty and staff. High importance and high satisfaction are things the school doing well. High importance and low satisfaction are things that need to be looked at.

About 0.5 point difference. Most of the comments were for questions 1 and 4. Overall findings show staff is generally somewhat satisfied to satisfied, a little lower than administration, and a little lower than national average. Ranking compared to cohorts is less than half point and two-year schools vastly different across the country, so it is hard to compare. The half point isn’t hugely significant, but is significant. Important for everyone to recognize strengths and weaknesses. Also, it is important that HC repeats the survey to work towards improvement. Plan is to redo it every third year for tracking, gives two surveys every accreditation cycle. General conclusion of overall clarity, consensus and commitment to institutional mission and goals.

Next steps – Important that the survey results in action to improve. Mike will publish the executive summary on the website and email it out to the campus. An ad hoc group will be formed to dig deeper and provide recommendations on how to improve satisfaction and engagement. The group will include SPA and additional faculty and staff. Mike stated the raw data was beneficial as he can zero into sub-populations. He followed NL methodology when interpreting data,

and NL suggests balancing the quantitative info with comments, looking for trends in the data and finding related comments to focus on rather than focusing on the loudest voice.

Committee Reports

- **Budget**
Budget allocation will be approved at July BOR conference call on June 10. Used budget committee recommendations to buy down for next budget cycle.
- **Diversity**
Will meet again in August. Helena Indian Alliance powwow in September. Will promote for students, staff, faculty to attend. Looking to do more group activities in the community. Trying to reach the students where they are at. Discussed Diversity displays at airport campus across from bookstore display wall, get similar cases. Good traffic area. Barb and Russ will order cases for Diversity displays at the Airport Campus. Wall outside lecture hall for Marketing display.
- **Facilities and Safety**
Nothing new to report.
- **Information Technology**
EMS (scheduling software) moving forward, goal to have ready in September. Library area at AP campus set up.
- **Institutional Advancement**
Will meet again in the fall. Goals largely centered around alumni and determining benefits of belonging to an alumni association (networking, career opportunities), specific alumni groups (nursing, welding, etc). Della will see if HC alumni could access UM databases. IA talking about Spring 2016 Community BBQ for Helena area. Have added three more Foundation members, meeting with another possible member.
- **Recruitment and Retention**
Met yesterday, subgroups refined goals, have action plans. Recruitment doing a mailing to engage dual enrollment, discussing new opportunities, enticements for honor students, virtual tours/video. Determine what IT needs for virtual tour/video. Retention and Completion groups focused on advising with slightly different goals – Retention on advisement for special populations (pre-nursing, etc) and Completion looking at automatic award, degree audit.
- **Quality Work Life**
Working with Sodexo on survey results and contract.

Faculty, Staff, and Student Senate Reports

- **Faculty Senate**
Completed evaluation of administration and presented reports to administrators who were evaluated. Faculty senate bylaws are updated and on the web, meeting minutes, etc. all up.
- **Staff Senate**
Rep not in attendance.
- **Student Senate**
Rep not in attendance.

Old Business

- **Jeff will meet with Dean Bingham and Russ on timeline to change URL.**
Jeff met with Russ on timeline, plans to finish next week. Will get a meeting set up with him and Dean Bingham.
- **Jeff will meet with Christy to discuss setting up meeting space, etc. with EMS.**
Jeff is meeting with Christy, Brenda, and the EMS consultant.
- **Committee chairs should forward updated goals to Summer.**
Summer will send reminder.
- **Mike will work on a summary of the Noel-Levitz employee survey, will share when available.**

Done.

- ***Mike will work on a summary of the food service/catering survey, will share when available.***
Will present at the next meeting.

Deliverables

- Mike will publish the NL Employee Survey executive summary on the website and email it out to the campus.
- An ad hoc group will be formed to dig deeper and provide recommendations on how to improve satisfaction and engagement.
- Barb and Russ will order cases for Diversity displays at the Airport Campus.
- Della will see if HC alumni could access UM databases
- Jeff will meet with Dean Bingham and Russ on timeline to change URL.
- Summer will send reminder to committee chairs for updated goals.
- Mike will present Sodexo survey results at next CC meeting.