

COLLEGE COUNCIL

Minutes

Lecture Hall – 9/8/2015

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|---|--|---|
| <input checked="" type="checkbox"/> Bingham, Daniel | <input checked="" type="checkbox"/> Fillner, Russ | <input checked="" type="checkbox"/> McAlmond, Barb |
| <input checked="" type="checkbox"/> Block, Jeff | <input checked="" type="checkbox"/> Henry, Rick | <input checked="" type="checkbox"/> Richards, Matt |
| <input checked="" type="checkbox"/> Brown, Michael <i>via skype</i> | <input checked="" type="checkbox"/> Hickox, Chad | <input checked="" type="checkbox"/> Schmidt, Matt |
| <input checked="" type="checkbox"/> Dellwo, Sarah | <input checked="" type="checkbox"/> Johnson, Brenda | <input type="checkbox"/> Stearns-Sims, Elizabeth |
| <input checked="" type="checkbox"/> Dubbe, Della | <input checked="" type="checkbox"/> Kiesling, Robyn/ Joyce Walborn | <i>excused</i> |
| <input checked="" type="checkbox"/> Estey, Leesa | | |

Recorder: Summer Marston

Committee Reports

- *Budget*

Haven't met for upcoming budget yet. FY16 mostly done and out. A couple items not completely settled, waiting on BOR and OCHE.
- *Diversity*

Displays up for Hispanic heritage. Two flyers – online programming and one for powwow. Display case for airport campus should be arriving any day. Will follow same theme. Working with Marketing a great deal to draw students in. Movie was a big draw, cost was less than to show on campus. Diversity committee would like student involvement. Robyn stated interested students could contact her.
- *Facilities and Safety*

New water bottle station upstairs. Facilities working on 103 testing rooms. Will be two testing rooms designated for accommodative testing. CE and Academics will share the Testing Center in 208 which has multiple cubicles. Academics admin will schedule 208 for anything not disability related. Room 103 will only be scheduled by disabilities. Academic tests need to be scheduled 24 hours in advance through makeuptest@umhelena.edu. Proctoring tests will be done in 208 through Christy Stergar in CE. Adding three more fobs to NE, SE, and N main entrance doors. Airport doors all fobs. Discussed if construction lab door fob should be shut off. Great deal of equipment in there, no reason to have that door open. Working on some minor things from fire inspection – batteries need replaced, power strips cannot be plugged into extension cords, signage for flammable equipment on outside of science labs and outside of building (Matt S. will look into to determine if that is a new regulation). Complimented on our nice, clean facility. Looking at possibility of changing one, maybe two, boilers. Working on heating problems in faculty area, replacing thermostat and getting correct controls/ pneumatic lines to operate precisely. Safety committee meets next week. Looking at training that committee can do with in-house personnel. Maybe AED training.
- *Information Technology*

Meeting Thursday. Will look at goals/objectives. EMS should be live by end of month. Higher speed link went live today, delay less than before. Jeff working to get same link installed at airport campus. Moving shared drives to new server. Lot of things working on.
- *Institutional Advancement*

Meet Thursday. Program assessment for 14-15, looking at 15-16. Outcomes largely around engaging alumni.
- *Quality Work Life*

Meeting Thursday, 11 members, looking at goals/objectives, activities, another luncheon. Rick stepping down as chair as he is chair of faculty senate now, accepting nominations for new chair.

- *Recruitment, Retention, and Completion*

Newest institutional committee, co-chaired by Institutional Research, Student Affairs Dean, and Academic Dean. Steering committee and subcommittees. Steering committee will meet next week to frame out goals/objectives for next year. Barb McAlmond, Rick Caron, Ann Wilcoxon lead the individual subgroups.

Faculty, Staff, and Student Senate Reports

- *Faculty Senate*

Rick Henry chair; Karen Henderson vice chair. Eight individuals, plan to meet twice a semester and as needed. Conducted an administrative evaluation, went very well, will continue biannually moving forward. Results were shared with administrators. Student Affairs was not done, will be done this year. Everyone will be done again in 2017. Actual hard copies will be kept under lock/key in HR. Cleaning up bylaws to get clean and precise, ad hoc committee formed to help go smooth and efficient.

- *Staff Senate*

Brenda is Vice Chair, interim Chair, will putting through vote for new chair. Planning to go forward with BBQ after 15th day. Meeting a week from Thursday.

- *Student Senate*

Two elected officers. Leesa SGA President and Lon as Vice President. Hope to have business manager and secretary soon. Will be meeting Fridays at noon in 220. Had first meeting, good turnout, went over parliamentary procedure/Robert's rules. Slating events for this semester. There was discussion on student leadership training, possibly Dean Bingham and Russ Fillner. Leesa will seek a volunteer for Budget Committee, will forward a name to Russ.

Overview of College Council

Primary goal of College Council is to communicate among various entities on campus so members can take the info back to their areas. Includes all institutional committees, Senates, and Administration. Minutes go online. Place to engage in conversation. CC not a decision-making body, but can recommend a direction for a decision to an area or leadership. College Council needs to create a mission statement. Members were asked to send mission statement suggestions to Summer for discussion at the next meeting.

T3 and 4 Grant updates

- *TAACCCT III*

Formerly SWAMMEI, now REV-UP Montana. Total \$2.6 million to institution. Spent majority on equipment. Grant affected over 800 students, developmental math. Working on hybrid, online things. Still quite a bit to do. Leveraging grant money in many ways to help students.

- *TAACCCT IV*

Healthcare Montana grant, \$15 million. Started in October. No equipment and supplies, money primarily going to personnel. Looking at changes in nursing curriculum. New curriculum for PN, ADN, and BSN completion. Still needs to get approval from Board of Nursing. Likely implementing in Fall 2017. Huge impact on faculty, need feedback from Faculty Senate. Sandy, Rick, Robyn, and Chad will meet to discuss. Need to ensure students who would have been pre-nursing are steered in the right direction. RRC Committee needs to think about strategies as pertains to this. PLA, apprenticeships, diversity, online module are being discussed. May be a good time to put forward the Allied Health Building for consideration, dual credit, noncredit. Need to think broadly and strategize before there is a drop off to lessen impact. Rick asked about impact on faculty. Likely no increase in nursing faculty, perhaps decrease in Gen Ed because some courses are being taken out of curriculum so fewer students would be taking them. Look at pre-professional programs, expand thought and offering opportunities.

Not healthy to institution to reduce sciences. HC has worked hard to get where it is. Benefits not only HC, but other institutions our students move on to. Look at data, possible impact.

Enrollment update

This morning, were at about 844 FTE, down 7% from last year; 1352 head count, up slightly. Taking dual enrollment until the end of this week, unsure how it will affect the numbers. Last fall had 367 DE, this fall have 254, but some schools haven't sent yet. There are 203 students (36 FTE) on no-pay list, 134 are DE. DE extended, but deadline is Monday. Maybe look into courses that could start later in semester for students who have dropped.

Employee Satisfaction Survey (next steps)

Mike presented on the NL survey in June, published executive summary on IR website (all institution-wide surveys are on that site) and email sent out. Putting together an ad-hoc committee to put together recommendations to put back to SPA. Sets precedent and sends good message. CC agreed to move forward in that way.

HR update

Staff union negotiations beginning, agenda items don't really affect HC much. Unsure of local 400 or faculty, waiting on OCHE. Hiring Barista and Culinary person. Trades Chair position closes September 13, several candidates. Aviation maintenance instruction closed, several candidates.

Old Business

- *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.*

Deliverables

- *Matt S. will look into flammable equipment signage on outside of science labs and outside of building to determine if that is a new regulation.*
- *Leesa will seek a student volunteer for Budget Committee, will forward a name to Russ.*
- *Members were asked to send College Council mission statement suggestions to Summer for discussion at the next meeting.*
- *Sandy, Rick, Robyn, and Chad will meet to discuss TAACCCT IV impact on faculty and coordinate with Faculty Senate.*