

COLLEGE COUNCIL

Minutes

Lecture Hall – 10/13/2015

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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 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 checked="" type="checkbox"/> Stearns-Sims, Elizabeth |
| <input checked="" type="checkbox"/> Dubbe, Della | <input checked="" type="checkbox"/> Kiesling, Robyn/
Joyce Walborn | |
| <input checked="" type="checkbox"/> Estey, Leesa | | |

Recorder: Summer Marston

Old Business

- ***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.***
Still working on that trying to determine what Montana state code is on that. Not finding anything that says on entrance of building. Might be a good idea to ask the fire marshal. Look into federal hazmat requirements.
- ***Leesa will seek a student volunteer for Budget Committee, will forward a name to Russ.***
Done.
- ***Members were asked to send College Council mission statement suggestions to Summer for discussion at the next meeting.***
Will bring back to the agenda for discussion.
- ***Sandy, Rick, Robyn, and Chad will meet to discuss TAACCCT IV impact on faculty and coordinate with Faculty Senate.***
Have been meeting. Waiting on more info, curriculum changes, etc. Will be on faculty senate agenda in the future. Maybe have Sandy attend. Committee to look at impact statewide. Not optional. TAACCCT IV brings in no dollars, only funding is for creating curriculum.

Committee Reports

- **Budget**

Haven't met yet this fall. Based on projections, fall preliminary data across the system shows declines from 1% to 14-15%. A few institutions showed growth, but modest (MSU, Tech, MCC). HC down 9.4%. UM declined more than MSU, so UM will receive a smaller allocation. Concern regarding performance-based funding. There is little time between now and spring semester to act. Retention will be a heavy issue, must remove roadblocks. There is a process to allocate funds if performance-based funding measures are not met with weighted percentage. Institutions can create proposal to regain some funds back. Dual enrollment, completion, and retention all need to see 1% growth over 3 years. Wise to formulate a proposal so it is ready when numbers come in. Dual enrollment doesn't count towards completion, can be fickle. HC took on students from Missoula when issues arose. They are resolving things. This year, only have half, won't have any next year.

- **Diversity**

Display case in place at the Airport Campus, filling with same info as Donaldson. October is disability awareness month and LGBT history. Special Olympics at the end of November, portal online for people to volunteer. Online programming putting out PBS videos, advertising the UM President's Lectures, Special Olympics. Had 80 views from

Library page, more than would have brought in. Working with Helena Indian Alliance to bring showcase on campus - beading demonstrating, stick games, drum and dance performance. HIA will loan Indian artifact items for display case in November. Looking for movie opportunities.

- **Facilities and Safety**

- **Facilities**

- Two new employees starting next week and the following week. Room 103 testing room ongoing. Third rental is now occupied, has been taking Matt away from testing room. Concrete work at Airport Campus to help with slips, trips, falls. Worked on heating in faculty area, should be improved. Plan to redo garage roof before winter, likely put out for bid but may need to internally if it doesn't fall within the budget. Preparing for snowfall, blow out sprinklers, etc.

- **Safety Committee**

- Safety Committee requested input on lockdown procedures and panic button locations. See minutes below.

- **Information Technology**

- **IT Department**

- Working on EMS. On track to be completed end of October. Working on it this week and next.

- **IT committee**

- Met in September, reviewed goals and objectives, will finish up at the next meeting. Looking for ways to take load off IT when students need assistance, but don't necessarily require IT level assistance – installing software, FAQs for common issues, etc. Trying to get demo surface computers to find out what people are most comfortable with. IT Committee will work with Faculty Senate and Chad on demo computers for faculty. Looking to get new computers for staff as well. More wireless display devices into rooms.

- **Institutional Advancement**

Continuing to push conversation regarding alumni, framing an alumni survey to find out what they'd like to see happen at HC.

- **Quality Work Life**

Trivia night at the Staggering Ox, 6:00 on Thursday, recurring monthly. Habitat for Humanity project at ReStore on November 21, RSVP to Mary Twardos. Winter luncheon at Donaldson campus on December 14. Therese will do an RSVP invite through Survey Monkey. Mary T working with Glen Z and welding students to do centerpieces and longevity awards. Newsletter for QWL very helpful info.

- **Recruitment, Retention, and Completion**

Subcommittees working on goals and providing info to write annual assessment plan. Completion group working to assist students who are in pre-nursing who are not qualified for nursing. Multifaceted, both a retention and completion issue. Large group of students. Looking at what we are doing and what needs to change to get them where they need to be. Also looking at part-time students, possibility of advising/planning sheets to complete programs based on part time enrollment.

Faculty, Staff, and Student Senate Reports

- **Faculty Senate**

ECOS has met. Senate will be meeting to discuss ASCR, new courses, elementary ed and other programs, promotion/tenure, testing center protocol, honors pathway, scholarships, advising, guest lecturer volunteer form procedure, employee engagement and satisfaction survey, lockdown procedures, role in student success, student affairs, academic programs of study, graduation, goals for AY15-16.

- **Staff Senate**

Brenda officially president now, will get a new VP. Round table to discuss what senate wants to do AY15-16 – some in-house, some externally. Reviewed mission statement.

- **Student Senate**

Had first event, chili feed. Next event on October 29 from 11-2, Halloween party with taco bar, giving out prizes for costume contest and pumpkin carving contest (bring carved pumpkin, not carving on campus). Anyone can

participate, however prizes are for students. Had leadership training with Dean Bingham. Contest for SGA logo, gift certificate to winning student. Students volunteering for committees.

Tables and Chairs

Most 'kindergarten' chairs will be removed. Chairs will be similar to student center (without arms) for most classrooms. Black woven task chairs for computer labs. Old blue task chairs will be replaced. Planning on 24-inch tables, varied length depending on classroom situation. Mity-Lite, smooth surface, lightweight but withstands several thousand pounds. Some special considerations for certain rooms, some soft chairs with lumbar and adjustable height tables for accommodation. Russ will look into setting up sample table and chairs in 208, will send out an email with images.
Requested feedback from College Council.

Panic Buttons

Buttons will work with HC alarm system, wireless. Buttons are \$60 each, meant to be worn, but can be mounted under desks or on filing cabinets with Velcro, lights up when activated. Receivers are \$120 each, and each handles 8 buttons. Campus likely will need two receivers for Don and at least one for Airport Campus (maybe two). Receiver on own frequency, shouldn't interfere with HC systems. Can request call from call center. Police Department will know which button was activated via call center, Matt will work with them to ensure they know facility layout. Locations suggested by Safety Committee: Welcome Center, Cashier, Bookstore, TRiO, Library, ALC, Nursing (because entrance and often nobody in that area, but unsure of threat), Business Office. Other suggestions: Access to Success, community spaces, places with visual representation, building entrances, bookstore, student center, Nursing offices, TRiO. If so, where in these areas? Safety Committee will work on criteria for panic button locations. CC discussed parameters for use, training, false alarm charge, if administration would be contacted, etc. Safety Committee should not have to define what is/isn't 911. Discussed door locks, devices. Faculty /staff should carry keys at all times. Facilities will unlock and relock doors with a little notice. Avoid leaving unattended rooms open. Need to ensure security based on need – fire versus lockdown.

Emergency Response Cards

Elizabeth handed out draft emergency response sheets with request that they be placed in acrylic sign holders by every phone. Will be discussed in Safety Committee. Safety needs to be embedded in institution. Discuss with Academics, (maybe put in syllabus and go over in class at the beginning of every semester) and Continuing Ed for classes and events, maybe put into contract that people should go over emergency procedures, email with contract. All phones can dial 911 directly. Please take this info back to inform how this will be pushed out through all the areas.

Deliverables

- IT Committee will work with Faculty Senate and Chad on demo computers for faculty.
- Russ will look into setting up sample table and chairs in 208, will send out an email with images. Requested feedback from College Council.
- Safety Committee will work on criteria for panic button locations.
- Draft Emergency Response Cards will be discussed in Safety Committee to embed in institution. Discuss with Academics and Continuing Ed for classes and events.