

COLLEGE COUNCIL

Minutes

Lecture Hall – 11/10/2015

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

Recorder: Summer Marston

OLD BUSINESS

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.

COMMITTEE REPORTS

• **BUDGET**

Budget committee completed program appraisal process, created goals/objectives for this year. Meeting once in November, once in December, every Wednesday starting spring semester. Putting together outcomes from FY15 for December meeting, budgets due mid-January. Communication lines (budget committee to share info from committee back to their areas). Forms same as last year. Committee participation is critical, difficult decisions will have to be made.

• **DIVERSITY**

Native American Heritage Month program on 18th from noon-2:00 in the student center. Drummers, beading, games in partnership with Helena Indian Alliance who provided items for display case. Online programming for December/January. Looking into new motivational posters for display cases.

• **FACILITIES AND SAFETY**

Facilities training new staff. Projects include manifold system for welding department, fixing water hammer. Safety committee revising 100.2 Emergency Disaster Plan, will bring revisions to Leadership and College Council. Some active shooter training, 8-hr course. Encouraged people to bring/send safety concerns / ideas to Matt.

• **INFORMATION TECHNOLOGY**

Meeting next Thursday. Still waiting on demos. Student email outage on Thanksgiving, working with Barb to ensure students are notified. Putting in wireless video display units like the one used for College Council for this meeting.

• **INSTITUTIONAL ADVANCEMENT**

Working on engaging alumni. Composing quarterly newsletter – spotlight student, talk about career fair. Brainstorming on benefits of being HC alumni. Will have active presence at graduation to get students signed up to become an alumnus.

• **QUALITY WORK LIFE**

Planning winter luncheon, Monday 14th. Habitat for Humanity event on 11/21, people should contact Barb to sign up. Optional monthly trivia night at Staggering Ox. Welding students doing centerpieces and longevity awards.

- **RECRUITMENT, RETENTION, COMPLETION**

Three subcommittees meeting, came up with plans/goals for the year. Retention doing an advising audit, Completion looking at pathways, Retention looking into different recruiting strategies. The full committee will meet to wrap up this semester.

FACULTY, STAFF, AND STUDENT SENATE REPORTS

- **FACULTY SENATE**

Active in duties, advising, getting midterm grades wrapped up, moving towards finals. Should have first Davidson Honors grad at next graduation. Five or six classes available, students have to take four. Subcommittee working on how to promote, interacting with PTK. Articulation is with UM, Chad will look into Bozeman. Should always look both directions for student choice. Should also use this as a marketing tool towards Helena High and Capital, stay in Helena, save money, get into Honors College. Karen Henderson plans to attend go to the Board of Regents next Thursday and Friday to represent faculty senate. Plan to have reps there more often. Looking at new articulations. Division chairs Robyn and Tammy are hired. Faculty will meet again in December and January.

- **STAFF SENATE**

Meeting Thursday, will discuss BOR attendance. MUSSA planning to meet at January BOR.

- **STUDENT SENATE**

Will discuss student senate involvement at BOR. HC students not currently part of Montana Associated Students, but may consider re-engaging. Gearing up for scholarships. Halloween party was successful. Working on SGA logo contest for November. Looking into safety training. Leesa and Matt will coordinate to discuss trainings.

SUB COMMITTEE REPORT OUT TO COLLEGE COUNCIL

Discussed subcommittees reporting periodically to College Council as an opportunity for questions, support, networking, etc. College Council agreed this would be beneficial. Dean Bingham plans to meet with each Institution committee – looking at what they are currently doing, where they are going, and how the committee impacts employees, students, and community. Summer will set up these meetings with the committee chairs. Looking at subcommittees in institution as a whole.

COMMITTEE REPORTS

Discussed having committee chairs send a short 2-paragraph summary to Summer to be sent out prior to College Council, then discuss during the meeting to add, expand, answer questions, etc. College Council agreed to try this. Summer will send out requests in advance.

COMMUNICATION OF COLLEGE COUNCIL INFORMATION

Dean Bingham requested that College Council members communicate information from CC to their areas.

NOVEMBER BOARD OF REGENTS ATTENDANCE

Discussed above.

MISSION STATEMENT OF COLLEGE COUNCIL

Council members tweaked the suggested mission ideas to come up with the following statement: *“College Council supports the institutional mission of Helena College by providing a venue for organized reciprocal sharing of information and ideas.”*

INTERNAL PRIORITIZATION REVIEW

Russ and Matthew R presented a PowerPoint regarding internal prioritization by reviewing costs and associated revenue to determine courses of action. This process can find areas that can be consolidated or reduced. It can be a difficult process, and it is important that people work together and keep an open mind. Slides showed percentages of general fund by program, by expense, and funding sources.

DELIVERABLES:

- Leesa and Matt will coordinate to discuss safety training.
- Summer will set up meetings with committee chairs and Dean Bingham.
- Summer will send out requests for College Council updates in advance of upcoming meetings.