

COLLEGE COUNCIL

Minutes

Lecture Hall – 12/8/2015

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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"/> Nickol, Ben |
| <input checked="" type="checkbox"/> Brown, Michael <i>via skype</i> | <input checked="" type="checkbox"/> Hickox, Chad | <input checked="" type="checkbox"/> Richards, Matt |
| <input checked="" type="checkbox"/> Dellwo, Sarah | <input checked="" type="checkbox"/> Johnson, Brenda | <input checked="" type="checkbox"/> Schmidt, Matt |
| <input checked="" type="checkbox"/> Dubbe, Della | <input checked="" type="checkbox"/> Kiesling, Robyn/ | <input checked="" type="checkbox"/> Stearns-Sims, Elizabeth |
| <input checked="" type="checkbox"/> Estey, Leesa | Joyce Walborn | |

Recorder: Summer Marston

Committee and Senate updates were sent out in advance. Additions/questions were:

COMMITTEE REPORTS

Facilities and Safety

“Rave” phone app

Another option in conjunction with panic buttons could be the Rave phone app for android or iPhone. Safety Committee will discuss. Minimum is to have the app on 100 phones. Active shooter, fire, police, medical, 911. Can be tailored to facility. One person would oversee who gets what info via computer. Unique ringtone. When activated, 911 will know location and who’s phone activated the alarm. Test feature to run drills. Cost \$3000/yr contract (first year \$5000). May be able to get some funding through Risk Management and Tort Defense grant. Unsure if can connect to email or screens around campus. Matt asked CC for feedback, will provide more info. Missoula Hellgate has something similar, might be interesting to discuss with them.

FACULTY, STAFF, AND STUDENT SENATE REPORTS

Student Senate

Additional comments

One suggested name for the Student Center was ‘Student Commons’. Mostly looking for something different than the Student Support Center. Student government hasn’t taken decided if they will take on the project, will take to Leadership if they decide to. Only one sign to redo.

SUGGESTED FUTURE AGENDA ITEMS

The following bulleted items are things that can be discussed, pros, cons, discussions, etc. College Council is a communication coordinating body, but can also discuss improvements, ideas, etc throughout the institution. Dean Bingham is visiting different groups around campus to discuss the employee satisfaction survey, will bring back to CC. CC will be more of conversations and discussions to move the institution forward to put into play. More of a think tank, to get thoughts, ideas, putting ideas into perspective. Some discussion on the items below:

Facility Use and Expansion

HC submitted request for health and science building to Long Range Building Plan with OCHE. Would just east of HC Donaldson and would have Nursing, Fire & Rescue, CE programs. Would free up space in the Donaldson. Positive feedback from the Commissioner. Would possibly have exercise equipment. Would also likely built maintenance

shop on the east side of the east parking lot. Another request was for a hangar at the Airport Campus to offer more variety in Aviation programs and the free up current aviation area for Machining. Dean Bingham asked CC for feedback on possible uses for current space Nursing and Fire & Rescue are in.

Working towards a public/private partnership for housing, would be private money, not funded through the state. Housing and daycare are huge issues for students, is a recruitment/retention issue. Discussed potential daycare center connected to early childhood development program and/or healthcare.

Cost Cutting Measures

Topic will be discussed in the All-Campus meeting next week. Discussion points in CC included:

- Temperatures off-peak times (weekend settings, office thermostats and pneumatic system not programmable).
- Campus closed on Sunday. Motion triggers sensors, so helpful to avoid being on campus those days, especially the Airport Campus because lighting in the labs is higher-voltage. Most areas of the institution now have motion sensors, paid for with state funding to upgrade.
- Computer labs go into sleep mode during night and weekends unless doing updates. Staff not as much because updates can interfere with work.
- Individual space heaters. Try to maintain between 68 and 72, some places on campus do not heat properly. Some components will be replaced.
- Grant money that could help with green energy – solar panels, etc. Great Falls has a wind generating station, unsure if it is putting money back into the grid. Something to explore. Matt will discuss energy saving programs with NW Energy, working with them regarding LED lighting programs to replace the halogen lighting. Have dropped considerable exterior lighting cost with LED.
- Bookstore food items could be priced higher. Kept low for students, but could give student discount.
- Short-term and long-term use of campus as a hub. HC charges for some programs that use the facility, but not all per Facility Use Policy. Not ABE or Access. ABE rounds out the two-year mission. Many Access to Success students come to HC. Gain is probably greater than cost. Some income with METNET, but also much cost. Periodically review charges, often offer discount for educational entities and events that benefits the institution.
- Printing cost is approximately \$10k/year. Can reduce with printing double-sided, using electronic vs. paper, printer costs, cartridge costs, etc. Copiers tend to jam up, but HC is investing in new machines. Russ requesting cost from manufacturers under state contract. Ensure new machines will tie into print management system. Also looking to reduce the number of printers around the campus.

DELIVERABLES

- Safety Committee will discuss Rave app. Matt asked CC for feedback, will provide more info.
- Dean Bingham is visiting different groups around campus to discuss the employee satisfaction survey, will bring back to CC.
- Matt will discuss energy saving programs with NW Energy

COLLEGE COUNCIL

Committee updates for 12/8/2015

BUDGET

The last budget meeting was held on Wednesday, November 18 at 4:00 p.m. Russ Fillner charged the committee members with reviewing their budgets for accuracy – whether over or under and whether items were charged in right place. The budgets for review are in the employee drive, finance, 2014-2015 AY Budget, FY15 Operating Budget Outcomes. The “Approved Budget” column matches what is in banner. Per Russ, “Please search for items we can do without this year so we have additional money to move forward.” The next budget committee is scheduled for December 16 at 4:00 p.m.

DIVERSITY

December displays will feature Heroes of the 20th Century (Gandhi, MLK Jr, Churchill, etc.) and Voices of Diversity (American writers who bring diversity through their work). We will also promote the November presentation of the UM President’s Lecture Series which is now available on Missoula Community Access Television (mcat.org, channel 189). For the future, we are working with Staff Senate to hold a food drive in February.

FACILITIES AND SAFETY

The Safety/Security Committee has been looking into the panic button as a preventive way to stop or a way to contact 911 in case of a threat type situation for some time now. We have been looking at devices that would be compatible with our current alarm system and how many buttons to get and the location of these buttons on each campus. I believe I have found the best solution to handle many emergency situations here at Helena College with the “RAVE” phone app. It can alert Active Shooter, Fire, Police, and Medical, 911 or other. We can have 100 of these apps out there on the smallest service plan that they have. I would like to discuss in more detail.

INFORMATION TECHNOLOGY

Planning on some changes for orientation to help students get the support they need, but to take some of the strain off the IT department. Providing FAQs, both broad-based, as well as ones targeted to books, equipment, and software being sold in the bookstore. Reviewing IT policies. Discussed the change in domain name, starting initial steps over Christmas break. Updated student server, only took 1-1/2 hours, went smoothly. Didn’t receive any emails from students experiencing difficulty. Surveys will be discussed at the next meeting. Reviewing tablet options, hope to have available for trial shortly. Discussed the switch to Windows 10, better to do full departments all at once. Began discussion on Personal Identifiable Information (PII) and ways to safeguard the security for students and employees. Contracting out for network upgrades, then other projects until IT department is whole.

INSTITUTIONAL ADVANCEMENT

The Institutional Advancement committee did not meet in November. However, it was decided that the alumni newsletter would be postponed until January. The committee will meet in December to discuss content.

QUALITY WORK LIFE

The Winter Social will be held from 11:30 – 1:00 on December 14, 2015, in the Donaldson Student Center. Chili O’Brien’s is catering. Therese Collette sent out invitations/RSVPs to the faculty and staff. Staff and faculty may participate in monthly Trivia Nights (sponsored by Helena Rotary) at Staggering Ox on the third Thursday of each month at 6:00 PM. A rotating Quality Work Life committee member will “captain” the team, and an email will go out the week of each event. The 11/21 Habitat for Humanity event was cancelled by the Habitat folks because they were behind on a project and couldn’t host us. We hope to reschedule in Spring 2016. The welding students are in the process of designing and building longevity awards to be presented at the Spring Luncheon.

RECRUITMENT, RETENTION, AND COMPLETION

Recruitment: The recruitment subcommittee did not meet in November as all but 2 members were out for Thanksgiving holiday. Based on committee conversations, Ryan Loomis is working with Karina Moulton to explore and promote scholarship opportunities for transfer degree students. We will also be sending a letter at the end of the semester to dual enrollment students promoting the value of Helena College and the statistics regarding first semester GPA's for students who transfer.

Retention: Met to review current ideas and brainstorming session to develop others. Beginning next week, Josh Bennett will assume chair of the retention subcommittee.

Completion: The completion subcommittee has been evaluating the effectiveness of check or waypoints in monitoring and encouraging student's academic progress towards completion/transfer. Earlier this semester the group identified and contacted students still enrolled with 60 or more credits to determine their eligibility for graduation. Now the group is looking at a dozen or so AA/AS students who will potentially complete 24 credits this semester (MUS PBF metric) to evaluate their level of academic planning (selection of program of study, presence of study plan, intent to transfer, potential obstacles to their goals). A set of four questions probing these issues will be sent to the students and their advisors to determine if a formal advising communication at this waypoint would have value.

FACULTY SENATE

The faculty senate has not met as a full body in the last month, but the executive council of the senate (ECOS) has. It has been a very busy time for most faculty as they attempt to wrap up their semester classes. From the last college council meeting, communication was sent out and stressed to the faculty in regards to new classroom furniture, emergency procedures and panic buttons, new lab top options/training, starfish use, the CESS survey and focus groups, and advising efforts. Faculty have been reminded to have their students take their course evaluations that can be found on their Moodle shells. The computer guys have also placed next semester's Moodle shells on the website so we can start tweaking those for next January. Thanks IT department! Many faculty participated in the Advising Survey and are open to changes and/or educational efforts over new programs/articulations/certificates/sequences and how it impacts individual advising. There has been a lot of change in the last few years and it is difficult to keep up with everything and we all need to be on the same page (literally, figuratively, cognitively?)

STAFF SENATE

The December meeting will be held on December 17 and will be a lunch and learn meeting. Mary Ann George will present on a webinar she participated in for "How to respond to a Security Incident in Your Library." May be beneficial for other departments. There will be a white elephant gift exchange after the presentation. The Vice President position is still vacant, plan to fill it at the December meeting. Will be participating in the following events throughout the Spring semester: Helena Brewers family game night, collecting items for YWCA (in conjunction with the Diversity Committee) and Bryant School; Chili Cook-off (possibly in conjunction with Pi Day); appreciation event for direct reports; providing ice cream Sundaes. Approved the move of the TRICO bank account to Helena College.

STUDENT SENATE

On December 4, 2015, SGA is having our Holiday Social at Red Lion Inn, from 4pm to 7pm. Upcoming events include Spring social (likely the week of April 18th-23rd), Valentine's Day on Thursday, February 11th, a community event in March possibly coordinating ASPCA (humane society), a coloring contest first thing in Spring (Semester Starts Jan 11th). Will announce the contest on Jan 22nd, possibly an HC sweat suit from the bookstore for 1st prize. Safety training is still in the works. One hour in classroom demo to be held around or at same time as the staff training sessions. Still need to speak with Elizabeth. Looking at joining MAS this year. Executive Board needs to look over Website, cost and benefits. This could be a good networking opportunity for all HC members. MAS represents all of Montana. Also, SGA is looking into supporting/joining April Kortz in her endeavor to change the name of the Student Center.
