

## COLLEGE COUNCIL

*Minutes*  
*Lecture Hall – 1/12/2016*

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

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College Council Updates were discussed. Questions and comments are noted below:

### COMMITTEE REPORTS

- **Budget**  
No additional discussion.
- **Diversity**  
No additional discussion
- **Facilities and Safety**  
Safety Committee will meet with Leadership; Summer will help find a time.
- **Information Technology**  
Plan to have Orientation Leaders do more in the future. Eventually will transition employees to Windows 10 and Office 2016, but up to individual users at this time. Want employees to have Windows 8.1 at least (possibly 10) as it has better server security than 7. Don't recommend faculty use Office 2016 yet as they cannot have both old and new versions.
- **Institutional Advancement**  
TEDx Talks cover broad categories; stems from all-campus meeting in December. Show Helena College Foundation some Love will be February 11 from 5:30-7:30 at the Airport Campus. Collecting addresses for invitees. Raffle tickets are \$35 each or 3/\$100; prize is a travel voucher for airfare and lodging in British Columbia, Hawaii, Florida, or Mexico. All proceeds go to HCF. Employees are eligible to win. Event will be catered by Benny's, tours of the Airport Campus.
- **Quality Work Life**  
Two Trivia Nights so far. Plan to have a different QWL person captain each time. Great way to get the College out in the community. Third Thursday of each night.
- **Recruitment, Retention, and Completion**  
No additional discussion.

### FACULTY, STAFF, AND STUDENT SENATE REPORTS

- **Faculty Senate**

Faculty had heard some talk about 300-400 level courses being offered and had a conversation about what it would mean. Regarding budgets, Russ offered to do some UMDW training to help people keep track. Mike Brown adds updates in annual assessment plans mid-year that can be accessed through SharePoint.

- **Staff Senate**  
No additional discussion.
- **Student Senate**  
No additional discussion.

#### **UPCOMING FIRE DRILL AND YOUR ACTIVE ROLE FOR EVACUATION**

The Evacuation Subcommittee individuals will be responsible for sweeping. Leadership and Management responsible for getting out their employees. Facilities will sweep through restrooms. Will have an announced drill in the next couple weeks, then an unannounced one. College Council members agreed that this was good and helped Matt decide a day and time that would be least disruptive to class. Matt will determine if the elevator is usable during a drill. Some students may need assistance who are not on the evacuation plan. Every room will have evacuation info for that particular room, not just classrooms. Do not enter the building until "All Clear" is given. Concerns can be brought to Elizabeth, Chad, or Matt S.

#### **UPDATE**

- **Tables/Chairs**  
Classrooms are mostly installed with tables. Working on chairs. Different chairs for different rooms.
- **Copiers**  
Russ has identified vendors, visiting with them to select and order. Will have codes, ability to interrupt large print jobs. Plan to reduce the number of printers overall to reduce cost. Plan to have library computers tied to IT to allow students to use cards.

#### **NEW DISCUSSION**

- **Community Service Through Free On-Campus Education**  
Science events, etc. are great marketing experiences. Science Expo got about 1500 geared towards younger audience, next year about half and geared more towards middle- and high-school. Would be great to have annual fall and spring activities, one at Airport Campus and one at Donaldson. Strive for diversity, both on campus and catering towards, to bring people in. Could be showcasing student work or the facility, raising funds for scholarships or a cause. Ideas mentioned included: high school academic bowl, pancake breakfast with the Dean, back-to-school concert, family fun day, show and tell, poetry slam, DIY, High School Jeopardy Bowl. Fall at Donaldson and spring at Airport Campus. Work with divisions, division chairs head. Robyn will discuss with Gen Ed. Fall of 2016.
- **Future Topics to be Discussed**  
Looking to other topics that can be discussed as a college council. Future suggested topics included a standing agenda item to highlight events, Helena College license plate, mascot, summer schedules for employees, potential Academic/Non-Credit Programming. Committee chairs will get feedback from their areas and bring back additional agenda items.

#### **OLD BUSINESS**

- **Safety Committee will discuss Rave app. Matt asked CC for feedback, will provide more info.**  
Discussed.
- **Dean Bingham is visiting different groups around campus to discuss the employee satisfaction survey, will bring back to CC.**  
Ongoing, still going through groups. Common themes throughout conversations.
- **Matt will discuss energy saving programs with NW Energy.**  
Nothing new to report at this time. No upgrades currently needed at Airport Campus.

**COLLEGE COUNCIL**  
*Updates for 1/12/2016*

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**BUDGET**

Nothing new to report.

**DIVERSITY**

December displays will feature Martin Luther King, Jr. and other voices of diversity. Online programming features the Civil Rights Movement and community anti-bias efforts. For the future, we are working with Staff Senate to hold a food drive in February.

**FACILITIES AND SAFETY**

**Facilities** has been working on surveying the available electrical amperage at the Airport campus for future expansion of equipment and needs of the campus. Currently I have located enough amperage for the new Doosan machine that is coming to the Machine Lab program. Eagle Electric is working on the cost estimate to move one machine in the Lab and install the electrical for these machines. Facilities has been busy with distributing 198 new campus-wide classroom tables and sorting through the good and bad of the old ones for State surplus while tending to many other needed Winter Break facility needs, such as waxing and stripping some floors, shampooing carpets, painting of floors, installing doors, lighting changes, etc. The **Safety and Security Committee** has been working very hard through each of its following sub-committees; Communication, Evacuation, Lockdown/Active Shooter, Training, & Shelter in Place. We have been tasked with looking at how we can improve upon our current Emergency Action Plan and Emergency Protocol Policy. We are ready to present a plan to Leadership, and Matt will set up a meeting between Leadership and the committees to discuss the plan. We are also ready to present a plan to Leadership with the Rave Application for phones and a plan with the panic buttons at this time.

**INFORMATION TECHNOLOGY**

Reviewing IT policies and IT mission/goals. Planning to implement some changes in orientation regarding tech support. Requesting that instructors include tech support information in syllabi, including for specific software being used in their classes. Compiling general FAQs and FAQs specifically for the bookstore to distribute in the bookstore and at orientation. Would like Orientation Leaders and Student Ambassadors will take over the tech support sections of orientation to guide students to more appropriate support services, plan is to have no IT personnel in attendance. IT Department will begin domain name setup during the Christmas Break. Major network updates first (network core very close to being updated), then set up hardware. When everything is in place, will do the request and will have 6 months of rollover. Domain name change must go to NWCCU and DOE. The Student server was updated on Thanksgiving. Jeff looking at tablets. Staff/faculty can start upgrading to Windows 10. Office 16 is fully available now. Departments should switch to Office 16 as a whole. Concerns about personal identifying information (PII) being sent via email. Jeff is researching encrypted email systems, other options, etc. IT Department will contract out for network upgrades.

**INSTITUTIONAL ADVANCEMENT**

The Alumni newsletter is on a brief hold, as the Helena College Foundation is revving up and wants to first reach out to Alumni, prior to the Alumni Association. The newsletter is expected to be released date is 01.14.2016. There will be three "stories" and the format is one page to be emailed to registered and recently graduated alumni. The three stories will include a Spotlight of a recent alum, an invitation to the fundraiser, and the benefits for alumni. The IA committee will be selling raffle tickets for a drawing to be held at the Helena College Foundation event: "Show Helena College Foundation some Love". Raffle tickets are \$35 each, or three for \$100 for a chance to win a trip and lodging to 4 different locations. The committee is also looking into mini and extended TedX Talks to be held in the lecture hall. Alumni will also be invited to these.

### QUALITY WORK LIFE

The Quality Work Life committee is continuing to pursue the following agenda items:

- The Winter Social was held December 14, 2015, in the Student Center on the Donaldson Campus from 11:30 – 1:00. Aside from slight catering issues (no vegetarian option), the event went well. Of the 7 holiday gift baskets, 6 have been claimed (the 7th will be donated).
- Helena College is still offering the opportunity for staff and faculty to participate in monthly trivia nights (sponsored by Helena Rotary) at Staggering Ox. A rotating Quality Work Life committee member will “captain” the team, and an email will go out the week of each event. Trivia nights are the third Thursday of each month, at 6:00 PM.
- QWL has not yet met this semester, but we will begin planning for the Spring Social. We also hope to reschedule our Habitat for Humanity service day.

### RECRUITMENT, RETENTION, AND COMPLETION

- **Recruitment:** The committee met and completed their mid-year progress report and brainstormed event ideas for the next academic year (High school Jeopardy, Open houses, Back to school concert & chili feed, Pancake breakfast with the Dean, family fun day with science experiments.) A great discussion regarding events that would inform the community as well as recruit students. Mission, outcomes and strategies defined. EZ Start Program currently under review by academics. 5 information sessions scheduled, identifying new target populations and incentives for transfer students.
- **Retention:** Mission, outcomes and strategies defined. Reviewed withdrawal data and best practices for advising. Josh Bennett taking over as subcommittee chair.
- **Completion:** Mission, outcomes, and strategies defined. Working on identifying checkpoints to evaluate student progress towards completion (24, 60) and potential barriers for completion.
- At 12/9 overall committee meeting there was open discussion about role/authority of committee, future directions, immediate actions/interventions that can be implemented to address enrollment concerns. RRC will participate in All Campus Meeting on 12/15.

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### FACULTY SENATE

Faculty Senate has met twice since the last College Council gathering. The highlights of our meetings are as follows: 1) Kim Haughee was elected to ECOS in Tammy Burke’s place; 2) Professional Advancement Sub-Committee is still focused on mentoring and would like to work in conjunction with Division Chairs and Academic Dean in the future and have more of a collaborative effort; 3) Looking forward to the quick implementation of Lock Down procedure and technology, whatever that may be; 4) Discussed Pros/Cons of class offerings at the 300/400 level; 5) Calendar committee presented options and there was discussion; 6) The Gen Ed AA/AS General Transfer options were discussed, passed, and motion carried to move forward; 7) Budget Transparency requests from several areas and programs and how to have that changed; 8) Good discussion on what should be done with IR days data regarding completion, retention, and completion.

### STAFF SENATE

Staff Senate met for a brief meeting and then a white elephant / pot luck lunch on the 17th of December. During the meeting it was determined Staff Senate would ask for donations to Bryan School in February. We will be asking for clothes and smaller size items for their students. We will hold a Chili cook-off on PI Day (3/14/16) along with accepting donations for the Human Society. This will be done in conjunction with the Diversity Club. Brenda Johnson- President and Karina Moulton-Treasurer are working to close the TRICo Bank account and are working with the Business Office on where those funds will be held at Helena College. There was no new business.

### STUDENT SENATE

Nothing new. Will be meeting in Donaldson 202.