

COLLEGE COUNCIL

Minutes
Lecture Hall – 2/9/2016

Bingham, Daniel

~~Block, Jeff~~

Brown, Michael *via skype*

Dellwo, Sarah

Dubbe, Della

Estey, Leesa

Fillner, Russ

Henry, Rick

Hickox, Chad

Johnson, Brenda

Kiesling, Robyn/

Joyce Walborn

McAlmond, Barb

Nickol, Ben

Richards, Matt

Schmidt, Matt

Stearns-Sims, Elizabeth

Recorder: Summer Marston

Committee Updates were sent out in advance of the meeting. Questions / comments were as follows:

COMMITTEE REPORTS

- **Budget**

No additional questions/comments.

- **Diversity**

The committee should hear Friday if Cinemark is getting Race (would be Saturday 2/27). All students, faculty, staff, would be invited.

- **Facilities and Safety**

No additional questions/comments.

- **Information Technology**

No additional questions/comments.

- **Institutional Advancement**

No additional questions/comments.

- **Quality Work Life**

Some people had expressed concern that having the spring luncheon off campus may be difficult for some to attend because the College must stay open. Meeting again in two days. College Council members stated they felt it was important to keep the opportunity available for trivia night. Other places are starting to do them, as well.

- **Recruitment, Retention, and Completion**

Retention committee is looking a couple members, may need to reorganize. Elizabeth will be sending an email to faculty requesting replacements.

FACULTY, STAFF, AND STUDENT SENATE REPORTS

- **Faculty Senate**

No additional questions/comments.

- **Staff Senate**

No additional questions/comments.

- **Student Senate**

No additional questions/comments.

POLICIES

- **400.1 Conflict of Interest (Revision)**

Reviewed by UM Legal for consistency. Posted on website for review and comments.

FUTURE ACADEMIC CALENDARS AND HELENA COLLEGE DAY

Ten years were plotted out to give an idea of what things will look like down the road. Only draft, still to be worked through the calendar committee. Concern was expressed that starting earlier in August could create issues for Student Affairs to prepare for the summer session; three weeks needed for Pell. There have been discussions regarding how summer sessions are run. Many institutions overlap. The current structure at HC accommodates A&P. With changes in curriculum, this may no longer be necessary. A later start date for summer may help bring in new high school graduates. Helena College Day would be a student break, but the college would be open. It could be professional development, a service day, a community day, etc. Will be discussed further at future College Council meetings.

2015 IPEDS COMPARISON REPORT

IPEDS is a federal mechanism by which we report data to the US Department of Education. Summary report lists major metrics, and campuses pick their comparison group. Current group of 2-yr Montana schools has been default for some time. Report info from 2013-2014 academic year. Number of degrees has been pretty consistent, more than peers despite some having more students. Regarding “first time, full time” metrics, most HC students are part time and have bounced around. Expect percentage of students receiving aid to change. SA has been bringing down the amount of loans, fewer students are borrowing and they are borrowing less. High transfer rate, considerably higher than peers, but lower grad rate. Both efforts we are working on. Most funding comes from the state, significant amount of grants. Scholarships aren’t well-utilized by HC students. HC has higher than average Pell recipients, serves a large population of low-income. May be related to housing and living cost (comparators include Butte, Miles City, and Glendive – all low-cost areas to live). Textbook costs increase. Looking into housing options working with a contractor proposal. Switching to a different cohort for comparison next year; other intermountain institutions similar to HC in mission and size. Dean Bingham asked members to take this info back to their groups to discuss possible improvements.

ADOPTING BRYANT SCHOOL

Discussions began in Chamber Education meeting, businesses adopting schools. Chad met with the principal yesterday. Bryant has 100% reduced/free lunch, underperforming. Interested in developing a relationship with HC, possibly to include things like dental screening, wellness checks, nutrition. Also bringing students to HC campus, like trick-or-treating during Halloween, etc. Might play a role in Elementary Ed. Dean Bingham discussed when HC adopted Lincoln School. The principal will attend the March Instructional Council meeting. Dean Bingham asked that chairs go back to their groups to discuss it. Need these kids to see college is their future, get them to come see themselves here.

OTHER BUSINESS

Rick received an email looking for suggestions to green up Alive at 5. Maybe could help with a portable bottle filler or something to help green up. Rick asked that anyone with ideas send them to him.

COLLEGE COUNCIL
Updates for 2/9/2016

BUDGET

Meeting on January 20 focused on FY15 budgets, looking at percentages over and under. Russ stated budget requests should reflect what will be spent. Monies can change from year to year; no need to hold a line item. The committee decided personnel budgeting would go to leadership again, and the committee will be included if changes are needed in the current personnel budget. The meeting on January 27 focused on the FY15 outcomes spreadsheet. All budgets more than -10% over were highlighted in red. Committee decided to look at underspent as well. Budget managers were tasked with looking at their own budgets and budgets of noncommittee members they supervise. Some discrepancies resulted from prebuying at the end of FY15. Russ requested all budgets and changes to budgets be sent directly to him. Reviewed budgets that are not yet in. Budget managers are to look for items that can be paid forward to reduce FY17. Russ will report on the overall budget picture after all individual budgets are in, hopefully the next meeting which is scheduled for February 10.

DIVERSITY

Partnering with Staff Senate February 1st through 12th to hold a children's clothing and pet supply drive to benefit Bryant Elementary School and the Lewis & Clark Humane Society. Promoting live programming at the Montana Historical Society which includes talks about Chinese Americans in Montana, the history of the Montana Club, and the history of Montana transportation. Working with Cinemark Theater to take the Helena College community to the movie Race, based on the true story of Jesse Owens whose quest to become the greatest track and field athlete in history thrusts him onto the world stage of the 1936 Olympics in Berlin. February displays feature Black History Month and Black Innovators. Online programming focuses on civil rights and African Americans that changed history.

FACILITIES AND SAFETY

Facilities and Safety/Security Committee – Already gearing up for summer projects and starting to compile a work list. Matt is working on the plans for the addition of a window in the TRiO space to increase much needed natural light. Matt is looking at other offices that lack windows along the west side of the Donaldson campus as well. The grass area right outside TRiO's East windows has been an ongoing troublesome spot for Facilities to keep grass growing. The ground may be contaminated from the previous shop space and garage doorway there. Looking at possibly raised flowerbed, but open to campus-wide suggestions to make this space more appealing. Facilities is installing a new block wall and concrete pad for the new gas manifold system in the Welding Lab. This will greatly improve the needed fuel supply for Faculty and Students in their teaching and learning environment. Facilities would like to welcome its newest employee, Emily Krissovich. Emily is our half time employee, and you will find her smiling face up front in the Welcome Center area, West Staff offices, Business area, Faculty offices, and Student Center cleaning. Please make her feel welcome into our family.

Safety/Security Committee – Met with Leadership last week with a proposal package to update the HC Emergency Action Plan and Policy. With a few minor tweaks, it will be presented to College Council in March for discussion, then back to Leadership for final approval.

INFORMATION TECHNOLOGY

Old IT minutes are all approved and posted on the web. Reviewing mission and goals for IT committee and department. Working with Academics to get some standard verbiage on syllabi to help direct students to the appropriate type of IT support for their issue. Compiling general FAQs and FAQs specifically for the bookstore for distribution in the bookstore, at orientation, to load on student orientation USBs, etc. Compiling info IT has presented at past orientation so Student Ambassadors can present in the future. Helping the newly formed student Tech Club organize. They would like to provide tech support to other students to ease the burden on the IT department. Finishing up IT surveys for Qualtrics to ensure technology needs are met for employees and students. Some tablet computers for faculty to test have been shipped. Microsoft Office in the labs will likely be updated next fall. Waiting on Missoula to determine if HC will go to Cloud-based Office. Working to gather some FAQs for OneDrive to provide support for users. Rick Odermann

has been hired as Banner coordinator; his previous position is now open. Moodle training will be directed towards Jessie, however helping faculty and building shells will remain IT. Working to get everyone off the main server.

INSTITUTIONAL ADVANCEMENT

Scott Parke is the new SGA student representative. The committee will have a table at commencement ceremonies to promote the alumni association. Discussed having a former student come help man the table, as well as having a “selfie-spot” backdrop, asking grads to tag with #HCalumni. Discussion regarding the low response to our current grad survey, plan to give students multiple opportunities to complete the survey: on the website (could faculty remind students?), at the bookstore, at rehearsal, and at graduation. Could we offer an incentive?) The Alumni newsletter went out with a 24% open rate.

QUALITY WORK LIFE

Spring Employee Luncheon – The tentative date for the Spring Employee Luncheon is Thursday, May 5. We are considering a Cinco de Mayo theme. Concern was expressed about whether the Airport Campus felt fully welcomed to attend the luncheon. To make the event more “neutral,” there was talk about moving it to an off-campus venue, though the logistics/inefficiency of that poses a concern.

Trivia Night – 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 (third Thursday of each month at 6:00 PM). January’s captain was Mary Ann George.

Staff Recognition Awards – As with the centerpieces at the Winter Luncheon, the Welding Program has volunteered to make this year’s Staff Recognition Awards. More information forthcoming about what those might look like.

Habitat for Humanity – The HC volunteer date is tentatively scheduled for April 9. We will help re-build the Habitat Re-Store that burned down last summer.

RECRUITMENT, RETENTION, AND COMPLETION

Recruitment Subcommittee – Reviewing DACUM advising information to determine whether the committee can assist with any of the tasks. Discussion on recruiting minority students will continue at the next meeting. Discussion on summer courses to attract Carroll students will continue at the next meeting. The committee will work to create a proposal for HC students who transfer to UM in good standing to receive a tuition match at UM. A 2 + 2 Honor scholarship – committee feels this is an opportunity to market to higher GPA students

Retention Subcommittee – Met on 2/5/15 but cancelled due to poor attendance (3 members). Need to re-organize and recruit new membership due to attrition and identify a better time for meetings.

Completion Subcommittee – The Completion Committee is continuing with its examination of systematic checkpoints to help students complete such as 24, 60 credits. In addition, the committee has chosen to examine new initiatives put forth in DACUM and the all campus brainstorm summary to add to our discussion/outcomes.

FACULTY SENATE

The Faculty Senate will meet on Tuesday, February 16, to discuss a list of agenda items that were created by the Executive Council of the Senate (ECOS) at their meeting last Friday, February 5th. We are going to vote on the merged bylaws next Tuesday after a long process to ensure correctness, as well as vote in 2 new members on ASCR after recently losing a couple to career advancements. The Professional Advancement Committee (PAC) is interested in working in coordination with new administration to enhance faculty mentoring/orientation. The selected faculty members for the Promotion and Tenure committees are in place and will be working on reviewing portfolios in the coming month. Progress is being made to ratify a couple of new articulation agreements with much effort coming from a couple of lead faculty and the Division and Academic Chairs. Course schedules for summer and fall were due yesterday to Robyn and Tammy as to get everything ready for advising that will begin in about a month.

STAFF SENATE

Staff Senate is currently holding a donation drive for Bryan School and the Lewis and Clark Human Society in conjunction with the Diversity Club. There is still time to donate to both causes. The drive goes until Friday 12. We will

also be holding a Crock Pot Challenge along with the Math Department's PI Day in March. A donation of a canned good item to Helena Food Share allows you to have a sampling of all the crock pot goodies. Working on our winter Staff and Family outing. Several ideas are being looked at. We hope to finalize these plans at our February meeting.

STUDENT SENATE

Upcoming events include: **Coloring Contest** ending February 29 – student winners will receive Helena College clothing; **SGA Logo Contest** is extended until Feb 29; **Valentine's Event** on February 11 from 11-2 pm in student center – raffling off \$75 gift certificate to Cinemark Theater, giving away small gifts, and having a chocolate fountain with fresh fruit and other items; **Community Service Event** scheduled for March 19 – helping Lewis and Clark Human Society with their Spay-ghetti dinner fundraiser. Working with maintenance to have a window installed in SGA office. Executive Council met and collectively decided not to join MAS this year as it was felt there are not enough benefits for the cost of membership. As well, it is already halfway through the year and most money has already been allocated to other functions and events. SGA will pay for the students' graduation tassels this spring. SGA assigned a new senator representative for Institutional Advancement; Scott Park gave his first update and generated some interest among graduating senators. Two senators, Kelly Knapp and Philip Holcombe, volunteered for the Helena College Foundation event on February 11.