

## COLLEGE COUNCIL

*Minutes*  
*Lecture Hall – 4/12/2016*

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|---|--|--|
| <p><input checked="" type="checkbox"/> Bingham, Daniel</p> <p><input checked="" type="checkbox"/> Block, Jeff Bryon<br/>Steinwand</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 checked="" type="checkbox"/> Estey, Leesa</p> | <p><input checked="" type="checkbox"/> Fillner, Russ</p> <p><input checked="" type="checkbox"/> Henry, Rick</p> <p><input checked="" type="checkbox"/> Hickox, Chad</p> <p><input checked="" type="checkbox"/> Johnson, Brenda</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 checked="" type="checkbox"/> Richards, Matt</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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Committee Updates were sent out in advance of the meeting. Questions / comments were as follows:

### COMMITTEE REPORTS

- **Diversity**

World Buffet is Thursday from 11-1 in the Student Center. Everyone invited to bring something, those who do will be entered into a drawing. Private donations from committee members are paying for the prizes.

- **Facilities and Safety**

Will be putting a recording studio upstairs in Room 201 over the summer for teachers to record for online instruction. Could also be used for marketing, public speaking, etc. Bookstore will be turned into a 'booketeria' with the wall between the two coming out. A wall will be put in with windows for display. Kitchen area will be changed. Current exit door will go away. Discussed having the back door by the parking spaces set up with a fob. Drawing up plans together, hoping to combine the jobs. Amy, Rick, and Della are going to Flathead to help plan. Discussed ways to caption. Any additional information welcome to ensure all needs are met. Hopefully, part of the funding will come through TAACCCT. Will be moving to having a full FTE to help with online coursework paid through online fees to help faculty.

- **Institutional Advancement**

Volunteers were requested to set-up / clean-up for commencement. Dan Ellison is the keynote speaker; Knute Albright is the student speaker; John Hartman is the reader; Amy Kong, Seth Roby, Glen Zeigler, and Jim More are the marshals. Regent Lozar will attend along with legislators, advisory and foundation board members, etc.

### FACULTY, STAFF, AND STUDENT SENATE REPORTS

- **Faculty Senate**

Number of faculty leaving – A&P, Physics, Accounting & Business, Office Technology, and one additional that has not made it public yet. Research day was well-received. Psychology and Social Sciences seemed to be prominent. Discussed HC sponsoring a two-year meeting with administration and faculty to try and coordinate research day in the future.

- **Student Senate**

The clocks are still being finalized and working through the appropriate channels. SGA plans to alternate legacy gifts between Airport and Donaldson campuses from year to year.

#### **FIRST AID GIVEN TO THOSE THAT ARE NOT STUDENTS OR EMPLOYEES AT HELENA COLLEGE**

Matt Schmitt asked about procedures/protocol for providing first aid to someone who is not a student or employee. There can be liability issues, although primarily covered under Montana Good Samaritan Act. There is an emergency bag in the workroom of the Welcome Center and a first-aid kit in the hall near Russ' office. A policy will never cover every instance, need to use best judgement. Do not give any type of medication or assume the nursing department can help.

#### **UPDATE ON PRIORITIZATION**

Matt re-emphasized it is not a budget-cutting drill. Looking to ensure HC is utilizing resources in the best way. Has been discussed at the BOR, may be mandated in the future. HC taking it slow, ahead of the curve. Outcome will likely show that we do not have enough resources as opposed to we have too many, recommendations will go to Leadership/SPA.

#### **UPDATE ON BUDGET DEVELOPMENT AND FISCAL YEAR END PURCHASING FOR 2016**

Spending will be frozen May 31 in an attempt to carry forward general fund dollars and balance FY17 budget without cutting significantly. Fee pot money carries forward. Budget Committee is prioritizing enhancements in the event that some can be purchased via a survey. Leadership working through payroll budget. Looks positive at this point.

#### **COMMUNICATION AND TOPICS DISCUSSED AT COLLEGE COUNCIL**

Important to communicate back to constituents with College Council info.

#### **UPDATE ON REMODEL OF BOOKSTORE AND FOOD SERVICES**

Discussed above.

#### **ACADEMIC PROGRAM ARTICULATION UPDATE**

Signed articulation for UM Elementary Education to allow students to stay in Helena for 3<sup>rd</sup> and 4<sup>th</sup> year via streaming. Western has expressed interest in working with HC. Rick Henry commended Kim Haughee who did a great deal of work to get this into place. John Hartman's pre-Pharmacy has hit a milestone with the number of students. Articulations are helpful to market, attract, and retain students.

#### **WEBSITE TASK FORCE**

Leadership has put together a task force to review the website. Overarching goal is to have the website focus strongly on recruitment, retention, and completion. May be done in house or contracted.

#### **FIRE LOCKS**

Faculty should have keys to get into their classrooms/areas they need access to. If not, they should see Matt Schmitt.

#### **FUNERAL**

Shelly Kaiser's funeral is on 4/18 at 1:00 pm. Employees should work with their supervisors to arrange to attend.

#### **UM CAMPUS DAYS DISCUSSION**

Dean Bingham and Dean Schaffer from MSU-Great Falls worked to create a Two-Year Mission that was then adopted by the system. This year, UM Campus Days will focus on two-year education and transfer, articulations, etc. Montana Two-Year schools include stand-alone, embedded, community, and tribal. Dean Bingham asked College Council members to look over the document and share how HC stacks up against this. Discussion included:

- **Encourage innovation** – one button studio encourages students and faculty to be more innovative.
- **Vision statement**
- **Dual enrollment** – needs to be looked at in a way, maybe more on-campus, more hands-on. HC is contributing, but no retribution or help with resources.
- **Embody inclusivity**
- **Retain transparency**
- **Workforce Development** – becoming more difficult because of proliferation of programs across the state. The desire for all campuses to all be the same. Difficult to be responsive from a system standpoint. The two-year embedded schools are tied to the world.

There is a great deal of info on this sheet. Dean Bingham discussed his upcoming accreditation visit, the organization of the MUS with embedded v. standalone. Need to ensure we can meet the items on this sheet. That is the discussion that will happen at UM Campus day, help four-year understand what a comprehensive college is and does. This will be an extremely important conversation. Dean Bingham requested anyone with further thoughts come visit with him.