

COLLEGE COUNCIL
Updates for 5/10/2016

BUDGET

Those on the Budget Committee were asked to take an extensive survey to prioritize all budget enhancements requested. The survey weighed enhancements on a variety of different scales. Recommendations gleaned from survey results will be reviewed by leadership. The April 20 meeting of the Budget Committee was cancelled.

DIVERSITY

Joyce has retired from the co-Chair position. Deb and Robyn are now co-Chairs of the committee. Diversity is not meeting or planning any activities for the summer. Posters will be kept in the display cases on both campuses. The World Buffet was a success! Offering it on the same day as the Financial Literacy Carnival was a win for both events. Diversity plans on doing it again next year.

FACILITIES AND SAFETY

Facilities is installing a windowing in the SGA office this week to allow students to know when someone is in the office. We are also working on collecting and reviewing bids this week for the Donaldson Bookstore project while the Bookstore moves into DON112 for their current Summer operating residence. Matt and Josh will be busy working with various sub-contractors on this job for flooring, lighting, and electrical needs. Facilities will also be reroofing the garage and shed located across the street this summer, working on landscaping, painting the new fence. There are plans in place to install a new window in 119 that Matt is working on. We are still moving forward and collecting research on the installation of our new recording studio upstairs in the back half of DON201. We will be resurfacing the gravel parking lot at the Airport campus, and we would like to install a lighted flag pole at the Airport campus this summer. The Safety/Security Committee has ordered the safety rails for the Donaldson roof top that will go around the west end next to the HVAC system, making it more safe for our people and other outside contractors working on the rooftop. This was a grant awarded safety item through RMTD that Facilities will install. We are moving forward with the Regroup software and phone app for our emergency notification alert system for active shooter alert and other possible lockdown threats. This is the system that Missoula has already been using and we are tied into it too. We just need to get training on it and this is something that Russ, Jeff, and Matt will start receiving training on and will put a training schedule into place school wide. I do not have an estimated time as of yet. We have conducted all safety inspections throughout the Airport campus and have been making the necessary changes to improve the overall safety of the campus. I have Marvin Coleman now starting his inspections at the Donaldson campus. The Safety Committee is looking into having the Sweepers (people that help evacuate during fire drills, etc.) take a First Aid class so that they could become a first responder if necessary.

INFORMATION TECHNOLOGY

IT Committee continued review of Mission and Goals, checked off some things that have been completed and updating others. Looking into how other committees present their goals to align with the strategic plan and core themes. Discussion included access points, orientation, possibility of contracting with a local IT support company for a discounted rate to help students as Computer Club will be unable to due to liability and lack of space. IT Department is working on getting tablet computers for faculty. Discussed online cloud-based Office, domain switch should coincide. Looking into Moodle training for Jessie to help provide support for students. Likely moving to Office 2016 in labs this fall, maybe Windows 10 also. Need to ensure aligned with Office classes. Servers switch mostly complete with just a few little things to be done.

INSTITUTIONAL ADVANCEMENT

Four selfie-spots completed – two will be used at each campus for students to post selfies on social media and tag the college. There was an alumni table at Commencement congratulating grads and distributing HC Alumni window clings. Discussion for Helena College networking night for alumni possibly pairing with a career fair; modeling after UM's, possibilities include professional head shots and resume review.

QUALITY WORK LIFE

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

Spring Employee Luncheon – This went well, and the anecdotal feedback has been good. Any feedback from the College Council is welcomed as well.

Longevity Awards – Glen Zeigler and the welders did an excellent job with this and completed the awards on-time. The recipients seemed pleased.

Employee Excellence Award – This was given to Sarah Dellwo. QWL is working with HR to process her financial award (and avoid the issues we've had with this in the past.)

Trash Mob – On Friday (4/22), members of the QWL organized a 30 minute “trash mob” where they met and picked up litter around the grounds. I was unable to attend, but to my knowledge it went well. Facilities helped out by providing equipment and strategy direction.

RECRUITMENT, RETENTION, AND COMPLETION

Recruitment – A very productive brainstorming session on Helena College Day at the Fairgrounds set for 4/21/2017, highlights include: (in addition to the program area booths) tables for: alumni, dual credit, HC foundation, diversity, student groups, honors pathway, poetry slam, art displays, kid's corner

Retention – Working with E to start review of advising guide

At the recommendation of Chad, will provide input for a registration process/procedure to address problem with students that are co-enrolling in courses and their prerequisites in the same semester. Some of these students are failing the prerequisite course which then causes a sequencing challenge.

Completion – Help students “assess academic paths” and “develop academic plans” (DACUM categories for advising) using a model such as the City College of Chicago's program finder/career finder model. <http://www.ccc.edu/programs/Pages/default.aspx>. The committee has decided to explore this model further. Our next meeting will be spent looking at our programs from a program/career cluster perspective. As a committee we will map our programs by clusters i.e. manufacturing, social sciences, etc.

The advising structure for the LEAP program was determined. A faculty member from each cohort will be the advisor for that cohort. Next year for Cohort A, the advisor will be Curtis Peterson. Next year for Cohort B the advisor will be Karen Henderson. How will these students be tracked for future study? Mike Brown and Sarah Dellwo will tackle this item. In addition, the committee needs to address the transition from 1st year to 2nd year. What does that look like? What is included...a leadership class? Career class? Topic for future discussion.

Program data reviews have begun. So far Accounting and Business and Computer Technology programs have met to discuss obstacle to completion. To facilitate the discussion Mike Brown has compiled data to frame the conversation. Attendees are program faculty and staff, facilitators of the RR&C Committee, and various members of leadership. At the end of this process the completion committee will discuss action items that could be taken to help these programs improve their completion rates.

RECRUITMENT, RETENTION, AND COMPLETION

Stone Tree Climbing was a success with 11 Staff, family and student employees showing up to participate. We are now looking at a Helena Brewers game hopefully to take place in June. Other items discussed were changes coming to the Bookstore, changes coming to Room 201 and the summer hours schedule. Karina Moulton and Brenda Johnson will be attending the BOR in May to represent for Staff Senate through MUSSA (Montana University Staff Senate Association.) A 3- to 5-minute presentation will be given by each attending MUSSA rep to the BOR on how staff impacts our students.

No Faculty or Student Senate reports received.