

## COLLEGE COUNCIL

*Minutes*

*Lecture Hall – 10/11/2016*

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|---|---|---|
| <input checked="" type="checkbox"/> Bingham, Daniel                 | <input type="checkbox"/> <del>Freeman, Amber</del>  | <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 type="checkbox"/> <del>Stearns-Sims, Elizabeth</del> |
| <input checked="" type="checkbox"/> Fillner, Russ                   |   |   |

**Recorder: Summer Marston**

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

### COMMITTEE REPORTS

- **Budget**

Budget Committee will start meeting this month, every other week until Christmas and weekly after Christmas. Because 2017 is a legislative year, the budget likely won't be completely finalized until after the session is over.

- **Diversity**

Planning for the Lunar New Year on January 27, 2017. Kim Haughee, Amy Kong, and Seth Roby are working with the committee. May be able to get a parade dragon head through the Holter Museum. Big front display case at the Donaldson is reserved, info and posters will be in the diversity display cases and bulletin board, and art courses may depict Year of the Rooster. Diversity will coordinate with Maintenance prior to hanging decorations in the hallway. Exploring ways to include Bryant School and/or Jim Darcy, possibly have teachers do dragon scale art projects, then come over and do the parade of the dragon with their art projects.

- **Facilities and Safety**

Ben will discuss the testing room info with SGA Friday as there will be fewer computers in the open lab. Usually only 3-5 being used at a time. It will still be open in the evening. IT also has computers that can be checked out, and students can go into a computer classroom or if there is no class or with instructor permission. At times, Donaldson 121 and 122 will be open. The rooms downstairs across from the Cashier's Office will be available for use by faculty for advising, etc.

- **Information Technology**

Website task force will meet to review a shell of the website and determine what info is relevant for what sections – student, employees, or public. Will work on Policy to address issues. Initial plan was to have the new site and domain name change done over winter break 2016-2017. Once the process is started, must be completed in 6 months; old email addresses will not work and cannot be forwarded after that. With the upcoming accreditation site visit, there may be an issue with links in report. New plan is to start after the visit in late spring and get it completely switched over before Fall 2017 semester start. Bring back to the next College Council meeting.

- **Institutional Advancement**

No additional questions/comments.

- **Quality Work Life**

College Council decided Monday December 19 would be best for the fall luncheon. Planning to do Habitat for Humanity on October 22. The prospective homeowner is a student, so College Council discussed potential issues

with privacy. Ben will contact Habitat for Humanity to see if they can work with the student to determine if they would feel uncomfortable with HC staff/faculty there.

- **Recruitment, Retention, and Completion**

Chad, Elizabeth, and Mike met to discuss streamlining structure of RRC. Unsure that subcommittees have clear sense of purpose and authority to make them effective. Plan is to have a small group of core people meet to identify areas that need to be addressed by ‘disappearing task forces’ and do quarterly status reports. Regrouping and doing SWAT analysis to avoid duplication, take specific tasks, etc. Will be analyzing the data that Mike just provided and working with that and BOR strategic plan. BOR strategic plan was taken into account when HC created the Strategic Plan; similar goals.

#### **FACULTY, STAFF, AND STUDENT SENATE REPORTS**

- **Faculty Senate**

**Professional Advancement Committee** being revamped to help new faculty be successful inside/outside the classroom – help with tenure portfolios, answer questions and address concerns, etc. Rick Henry stated he welcomes input from other areas – library, registrar’s office, etc. New faculty have an OWL, as well, which is a crossover to staff.

**Davidson Honors College** pathway was discussed. No new applicants in over a year. Need to ensure it is utilized by students so it doesn’t go away. Working on a better communication tool for students, getting the info to the SSC to promote there, have DHC student discuss with classes, and have DHC reps coming to discuss with students. Maybe help encourage as part of orientation.

- **Staff Senate**

Kickball photos on employee drive in Photo Share, Staff\_Faculty Senate, 2016 Kickball. May create a photo book for the staff lounge, and thinking about doing another in the spring.

- **Student Senate**

Unsure if Bryant will be part of this student Halloween party. Barb will work with SGA on a Bryant student event; defer to Bryant to decide which class would most benefit. Ben stated SGA would likely be open to including them. Will discuss at SGA on Friday. Likely 50-60 kids. SA might have something planned as well and could help assist with funding, as could staff senate.

#### **POLICIES**

- **300.5 Student Travel**

Email sent out for final review. Anyone dealing with student travel (courses, clubs, etc.) encouraged to review it.

#### **UPDATE ON HEALTH CLINIC**

Looking at using house on the corner of Sanders and Livingston. Primary focus is currently Bryant and college students. PureView and the county are working with the College. Eventually, would like to build a Health and Human Services building to house Nursing, Fire & Rescue, a daycare, etc. Helena College is putting out a survey to gather information that PureView can take back to their board to obtain grant funding. The existing tenants would get 30 days’ notice.

#### **UPDATE ON PROFESSIONAL DEVELOPMENT FUNDS**

Currently \$6000 available this left this fall for PD on first-come, first-serve basis, will be rolled over to spring if not used. There is \$5000 allotted for summer semester. Must be used for this biennium. Early window coming up in November to allow January / February PD requests. Matt Schmidt stated people should send in requests early to get early bird savings.

#### **EFFORTS TO PROVIDED INTERNAL PROFESSIONAL DEVELOPMENT**

Focus on Leadership Management, some type of training certificate that could be added to an employee’s portfolio. Continuing Ed is also looking for possible instructors to help boost salaries, assist with promotion/tenure, etc.

**HC AND SYSTEM-WIDE ENROLLMENT UPDATE**

Sara sent out a graph giving a clear representation of how things are across the state. As a system, UM is down 5% from last fall, MSU is up 3.81%. Only institutions that are up are Bozeman, Western, and City. HC down 1.9% which isn't bad. Official census numbers are slightly less because of late start classes, but those will count at the end of term. May be some additions due to DC. Appears enrollment drop is leveling off, but need to concentrate on recruitment, retention, and completion. Need to at least have small incremental increases. HC needs to partner to help with transfer. Technical slow upward movement, almost no drops; Gen Ed and transfer more volatile which is normal. Getting more part time than full time which drops FTE. Helena College is a good, healthy institution and is meeting the needs of this community.

**OTHER BUSINESS**

Discussed a single POC for Helena College when contacting Bryant School to help coordinate activities.

**COLLEGE COUNCIL**  
*Updates for 10/11/2016*

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**BUDGET**

Budget committee has not yet met for FY2017. In the SPA meeting, budget discrepancies were discussed and it was noted that the budget committee does ask for explanation of budgets over and under a certain percentage.

**DIVERSITY**

The committee is planning an event to celebrate the Lunar New Year. This is one of the most important holiday celebrations in China. The new year falls on Saturday, January 28th 2017 and it will be the year of the Rooster. There will be an event held on Friday, January 27th in the Student Center. The committee will decorate the main hall display case in January with items tied to the Lunar New Year Event. The display cases and bulletin board will also contain information about the history and tradition, and there will be a display in the Library. The committee would like to start decorating the campus with paper lanterns, dragons, etc. on Monday, January 23rd, adding new decorations each day leading up to the event. The event will have small bites of Chinese food, demonstrations (karate, Chinese calligraphy, music?), and a PowerPoint presentation discussing the history of the Lunar New year. Online programming will continue to be provided on the Diversity Committee page.

**FACILITIES AND SAFETY**

**Facilities** is currently working on a new testing room project in Donaldson 114 that would allow for 4 individual enclosed testing rooms with testing cubicles and room for open computer lab in the rest of the D114 room. The project is planned to take place over the Winter break. Donaldson 208 will then become a Multi Media room. We are trying to get the new Mohawk lifts installed into Auto currently and working on filling in the open pit in the Diesel lab at the Airport Campus. The Manifold project is still waiting on a couple of small parts that have been back ordered to come in before final completion. Back at the Donaldson campus, we have acquired another property and are starting to clean up and remodel a house to become a rental property for the College.

**Safety and Security Committee** met last month, greeting new member Patrick. We discussed the possibility of bringing back the ice cleats for students and employees, fire alarms, and training that needs to still be done. We had only 6 people in attendance for this meeting.

**INFORMATION TECHNOLOGY**

IT committee is working on the following information to distribute to students:

- FAQs for Office 365
- General FAQs
- “will/won’t do” list of what the IT department can assist students with
- vendor list of local businesses who will offer discounts to HC students for more in-depth IT assistance

The committee is reviewing Helena College and UM policy for these lists. Co-Chairs Jeff and Bryon are drafting an updated mission/goals. Jeff is meeting with Mike Brown to work on the IT surveys to try and get them finished and distributed. Jeff is starting the process of re-licensing for Microsoft. Getting pricing on Office 365. Currently on Missoula’s exchange and pay very little, but this could change. The contract must be completed in December.

**INSTITUTIONAL ADVANCEMENT**

Added 2 staff members to the committee (Kylie Schweitzer & Daphne Felker). The Alumni newsletter will go out quarterly again this year. The committee will be focusing on alumni outreach to include improved communications and an alumni table at Helena College Day and at the graduation ceremony.

**QUALITY WORK LIFE**

**Winter Employee Appreciation Luncheon** – Does Monday 12/19/16 work for the group?

**Habitat for Humanity** – The proposed HC volunteer date for the fall semester is 10/22/16. Question for the group: the beneficiary of this Habitat home is a current HC student. Would it be prudent to protect this person’s privacy by sitting this one out, or is that not an issue?

**Rec Sports Opportunities** – One new opportunity that QWL will be exploring this year is rec sports opportunities for employees through YMCA. We probably don't have the numbers for consistent weekly teams, but we're curious whether there still might be some way that employees can participate.

**Trivia Night** – This month's Rotary Trivia Night is Thursday 10/20, from 6:00 – 8:00 PM at the Staggering Ox. Like last year, QWL (when able) will field a team for this, and all employees and friends/families are encouraged to join.

#### **RECRUITMENT, RETENTION, AND COMPLETION**

**Recruitment** – Has not met.

**Retention** – Working on getting a time for everyone to meet.

**Completion** – The committee is working on completing the Guided Pathways to Success Engagement Tool. It structures our conversation to explore how well we as a college are helping students enter HC and move toward successful completion of their academic goals.

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#### **FACULTY SENATE**

It is hard to believe that the semester is almost half way done! To start the semester, faculty senate wanted to successfully roll out a revamped PAC (professional advancement committee) to welcome in the 5 new faculty members and do everything possible to help them be successful both in and out of the classroom. So far so good it seems. Thanks for those that are a part of that effort! There is also a movement to get a new and improved Research Committee in place and advance those efforts dramatically over the next few years. John Hartman is spearheading that effort. ASCR has been busy, especially in the math and trades areas, along with some new articulation agreement classes. There is an effort being made to utilize StarFish more during advising this fall, but the transition and reality is hard for some. The new syllabus template seems to have been met with some discussion, but overall many positive changes. The tutoring situation at the beginning of the semester was difficult, but seems to be moving in a very positive direction. A reminder to all to get the word out about our Honors Pathway, giving students direct access to Junior status at Davidson Honors College U of M. The orientations for students, adjuncts, and new employees were commended during our faculty senate meeting and those efforts were very much appreciated!

#### **STAFF SENATE**

Staff Senate has had a great end of Summer and early Fall. We had our first ever Staff/Faculty Kickball game. It was a huge hit and a lot of fun! After the game we had a BBQ / potluck. We began our clothing drive for Bryant on the 26th of September, and it ends on the 7th of October. We are trying something new where you can donate money to us and we do the shopping for the clothes. In our September meeting, we voted to participate in the Festival of Trees. Mary Twardos is leading that effort. We also voted to give \$50 to the United Way committee for prizes at their United Way event in October.

#### **STUDENT SENATE**

SGA started the year with a successful Popcorn Meet and Greet in the student center on Thursday, September 29th. Free popcorn and coupons for a free soda from the Bookstore were given out. The SGA now has a full executive board – President Holly Wendt, Vice President Amber Freeman, Secretary Caitlin Carroll, and Business Manager Silas Easterling. 3 student clubs have been renewed for the year, and 4 more clubs are pending a vote this week. Upcoming events sponsored by the SGA include the Halloween Party (date TBA), Joint Chili Feed event on November 17th with Staff Senate, and the SGA fall service project assisting the Helena Food Share with Thanksgiving baskets.