

## COLLEGE COUNCIL

*Minutes*  
*Lecture Hall – 02/14/2017*

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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 checked="" type="checkbox"/> Stearns-Sims, Elizabeth |
| <input checked="" type="checkbox"/> Fillner, Russ                   |   | <input checked="" type="checkbox"/> Turner, Patrick         |

**Recorder: Summer Marston**

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

### COMMITTEE REPORTS

- **Budget**  
Further discussion on the projected budget; do not anticipate a budget increase for this biennium. May be able to buy down to help save on next year's budget. HC budgets for a reserve every year and met estimates, so some reserve funding is still available. HC does this way to avoid having to make cuts mid-year if revenue doesn't meet projected. One-time-only funding. Meeting tomorrow to discuss the priorities to put forward to Leadership.
- **Diversity**  
The "I am" campaign focuses on diversity. Working with Marketing to create posters to show how diverse Helena College actually is. Plan to do Lunar New Year Event again next Jan/Feb and Diwali in October. Encourage other groups to decorate for other months. Staff Senate expressed interest in December.
- **Facilities and Safety**  
No additional discussion.
- **Information Technology**  
IT Committee being disbanded. Will be meeting with IT Committee once more, pushing most of the duty/responsibility need into the areas where those decisions are made. IT is support to the institution, to ensure the infrastructure is in place.
- **Institutional Advancement**  
No additional discussion.
- **Quality Work Life**  
Ben asked for possible dates for the luncheon – Monday, 5/15.
- **Strategic Planning and Assessment**  
Employees should review Standard 1 and Standards 3-5 prior to the Accreditation visit. Chad and Mike will be meeting with individual groups, like Business Office, Student Support Center, etc. to discuss specifics about how what they do serves the college mission for accreditation.

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

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

#### **POLICIES**

- **600.15 - College Vehicle and Equipment Use**  
On the web for first review. Appendix A: Vehicle / Equipment list to be added.

#### **COMMITTEE RESTRUCTURE**

Dean Bingham handed out a diagram showing committee structure. Many different communication components; difficult to do 2D picture. Further information will be provided in each box to help indicate what each committee / group does and how they work and communicate with others. This diagram shows authority, delegated authority, coordination/communication, and information. ASCR owns curriculum, great deal of discussion, organization, and approval. Discussion regarding Research Committee, if institutional or ad hoc. Need info from the Research Committee as to mission to determine where it would fit in the committee structure. Honors Pathway could potentially be on there. Financial Literacy Committee is no longer funded through the grant, so was removed. Diagram represents a fluid structure, will be revisited and adjusted. Summer will tweak and send out to the campus. Need to add Web Architecture when it is ready to meet.

#### **LEGISLATIVE UPDATE**

Discussed during Budget discussion above.

#### **OVERVIEW OF FOUNDATION FUNDRAISING EVENT**

Fair crowd; did not do a head count. Attendees were impressed with program displays. Faculty were very enthusiastic. Collected additional donations. Raffle tickets available at the Bookstore and at Leslie's Hallmark, \$25/ea or five for \$100, win 2 seats in President's box for homecoming, tailgating, and team memorabilia.

#### **COMMISSIONER VISIT ON THURSDAY: OVERVIEW OF SCHEDULE**

In the past, these visits were done by the UM president to address questions, etc., from those on the HC campus. As Commissioner is currently the 'supervisor' of HC, he will be doing the visit this year. Dean Bingham met with staff, faculty, and student senate leaders and mid-level management to discuss what is coming up, what is happening at the legislature, etc., in an effort to help make this upcoming meeting helpful and effective.

**COLLEGE COUNCIL**  
*Updates for 02/13/2017*

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**BUDGET**

The Budget Committee met Wednesday, Feb. 2, 2017. At the previous meeting on Jan. 18, 2017, members were tasked with sending a shortfall/overage explanation of their FY16 departmental budgets, either in the form of our FY16 Planning & Assessment year-end responses or in an email to Russ. Those in attendance were asked to report on these overages and shortfalls. Russ asked the committee if they would like to review the results of last spring's FY17 "Enhancement Request Prioritization Survey Results." The committee responded positively, so Russ sent out the requested document as well as the FY17 "Operating Budget Summary Final" for details in regard to requested enhancements. Members were asked to respond to enhancement documents by Friday, Feb. 10, 2017. Later in the week, Elizabeth Stearns-Sims submitted two enhancements to the committee that were added after the initial budget deadline: the Radius CRM and soft seating for the Donaldson Student Center and Airport Student Lounge. Our next meeting is scheduled for Wednesday, Feb. 15, 2017 at 4:00 p.m.

**DIVERSITY**

- The Lunar New Year event was a success! The committee has already met to debrief from this year's event and to discuss possible changes to next year's event. The next Lunar New Year event will be held January & February 2018, with February 16th being the date for the New Year.
- The committee is discussing a possible large event for Fall 2017, similar to the Lunar New Year event. The top choice for the event so far is Diwali, the Hindu New Year/Festival of Lights. The event would take place in October 2017 and it would include the both the Helena College and Helena communities.
- The Diversity Committee is discussing an "I Am" campaign that would include any students, staff and faculty wishing to participate. The campaign would focus on the diversity within Helena College. This idea is easier to discuss in person, so details can be given at the College Council meeting.
- The committee received incredible feedback about the decorations for the Lunar New Year event. It was suggested that both campuses should be decorated more often. The Diversity Committee commits to decorating two months every year (October/November & January/February), which leaves several other months open for the taking. :)

**FACILITIES AND SAFETY**

Facilities:

- Facilities is finishing up with the D114 Project and the room should be able to be occupied this week after the HVAC contractors finish up on Tuesday. Diamond Construction will call for a final inspection this week and Facilities will move in the furniture. IT Department is planning on installing the power pole this week after we have moved furniture in on Wednesday. Carpet in this room will be resolved at a later date. We are waiting on a floor rep from Interface to come and see it and determine if all the carpet needs replaced. The carpet issue will more than likely happen during the Summer Break. Facilities still needs to move the projector screen in D112 and work with IT Department on location on North wall.
- Facilities has two openings for employment to fill. We have lost our part time custodian, and Randy Rung will be leaving us March 1. Randy is currently out until March 1 using up excess annual leave so we are shorthanded at the moment for custodians. My current staff is doing their best to try to cover these areas, and we are breaking in a temp worker right now until these positions have been filled. His name is Kolten Marksbury. He is a very nice, hard-working young man. Please welcome him if you see him.
- Facilities is currently working on mapping out and identifying circuit breakers in our panels and labeling things correctly after so many changes over the years. It will take us some time to complete this task.
- Facilities has a few more projects we are looking into and working on. Possible expansion in TRIO, noise reduction in Lecture Hall at the A.P. Campus, small remodel of the Donaldson Faculty lounge area, filling the pit in the Diesel Bay, Light Board project location, and Airport Campus Conference room updated/small remodel.

**Safety / Security Committee:**

- Safety/Security Committee is ready to turn in changes made to Emergency Action and Protocol Policy to Leadership.
- Continue scheduling upcoming safety training.
- We will be having a Fire Drill here shortly as weather conditions allow.
- Matt is meeting with the US Forest Service on February 27 to discuss some possible free safety training that they can offer Helena College.

**INFORMATION TECHNOLOGY**

Reconfiguration is in progress, information to be shared as it becomes available.

**INSTITUTIONAL ADVANCEMENT**

No update at this time.

**QUALITY WORK LIFE**

Quality of Work Life has its first Spring 2017 meeting on February 15. In the Spring, we will focus on our usual items (Spring Luncheon, Employee Excellence Awards, etc.), but we welcome other suggestions for QWL initiatives. QWL has requested budget funding at the previous year's levels.

**STRATEGIC PLANNING AND ASSESSMENT**

In their January meeting, the committee reviewed and discussed Mid-Cycle Program Progress Reports for Admissions & Records, Aviation Maintenance, Marketing & Communications, and Veterans Resources. Updates were provided on the results of FY18 MUS Performance Based Funding (draft), annual program assessment plans, and budget spending. The Year Seven Self-Study has been published, sent to NWCCU and is available on the college website. Members of SPA were encouraged to review the report with a focus on assessment and mission fulfillment so their understanding is appropriate to their role as the steering committee and the expectations of the evaluators. Chad and Mike had meetings with faculty and staff prior to the spring semester to work on a final checklist of items to be completed in advance of the evaluation visit in April. Follow up meetings will occur in late February/early March.

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**FACULTY SENATE**

Faculty Senate met both in December and January. Conversations were had concerning:

- The amount of transfer credits allowed into our institution that can be counted toward their degree through us. It is currently at 50% allowed.
- Reporting academic dishonesty. Trying to create the best model and method for this.
- Withdrawals: should the faculty member be notified? Varying opinions on this.
- Administrative evaluations: 4 of them after spring break. Still in the process of creating one, but will be done soon.
- Course Evaluations done by students for faculty: Very low participation and it needs to change. This is an important piece of information for faculty and their portfolios.
- Research Committee is re-gaining some momentum and feel supported to continue their efforts.
- Domain Name Change: Spelled out to all in attendance what this would mean and how it may affect them.
- Active Shooter Training: Very well received! Formal motion to implement some of their recommendations. These items will be discussed in more depth with Leadership.
- ASCR has had a busy few months adding, revising, and deleting courses.
- Budget shortfall: How this may affect certain hires and programs.

**STAFF SENATE**

- Staff Senate will be hosting a chili cook-off on the Airport Campus February 22 from 12:00 – 1:00. All Staff, Managers, Faculty, and Students are invited to participate. There will be a prize for the top three chilis or other

homemade items brought in. Flyers and notices will be put up starting Monday, February 13. We will rely heavily on Bridget Guerin to help get the word around campus.

- This year's manager appreciation will be held in April. Looking to expand on our ice cream social to have more items for those that have special dietary needs.
- It was announced that Commissioner Christians would be on campus February 16. It was highly recommended staff attend the time set aside for our group with him.

**STUDENT SENATE**

We have been focusing on getting started with Montana Associated Students (MAS) at the beginning of this semester and getting the word out about it. We also are trying to plan out a few events and get more students to participate in all events, not just SGA's.