

## COLLEGE COUNCIL

*Minutes*  
*Lecture Hall – 06/13/2017*

### Required attendees:

- Baker, Jane
- Block, Jeff
- Brown, Mike
- Burke, Tammy
- Curtin, Valerie
- Dellwo, Sarah
- Dubbe, Della
- ~~Fillner, Russ~~
- ~~Henry, Rick~~
- Hickox, Chad
- Johnson, Brenda

- ~~Kiesling, Robyn~~
- ~~Lannert, Mary~~
- Richards, Matthew
- Sacry, Sandy
- Schmidt, Matt
- Stearns Sims, Elizabeth
- Turner, Patrick
- Kurokawa, Quinn
- Willcockson, Ann
- Zelenak, Maia

### Optional

- Bennett, Josh
- McAlmond, Barb
- Wiederhold, Mike
- Clinard, Jan
- Dendinger, Rick
- Fife, Kris
- Orr, Brandon
- Steckler, Tammy

**Recorder:** Summer Marston

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

### COMMITTEE REPORTS

- **Advising**
- **Budget**
- **Diversity**
- **Institutional Effectiveness**
- **Professional Development**

The amount approved for FY18 was \$40,000, \$10,000 increase from last year. Matt will send an announcement out for requests.

- **Quality Work Life**
- **Safety**
- **Strategic Planning & Assessment**

### FACULTY, STAFF, AND STUDENT SENATE REPORTS

- **Faculty Senate**
- **Staff Senate**
- **Student Senate**

Just had first executive meeting for the summer. Working on student activity timeline for the upcoming semester. Clubs have guidelines located on the SGA website – expected to keep apprised of logistics, include community service component, follow process for funding, have an advisor (advisor and rep changes must be updated with SGA). Clubs must be recognized and provide paperwork to deposit money. HC Policy 800.4 details guidelines for fundraising for all students, staff, and faculty; all fundraising must be approved by the Dean/CEO. SGA will work with clubs to ensure they are meeting requirements.

#### POLICY ITEMS

- **100.1 Formulation and Issuance of College Policies and Procedures**

Draft edit sent with meeting materials. Will be posted for first review.

- **400.3 - Sexual Harassment**

Once 100.1 is finalized, will rescind as it is covered by Policy 100.3.

- **400.4 - Alcohol and Drug Free Workplace DRAFT | Redline Changes**

Completely reworked. Leadership decided the changes should go out for a new first review period. Closes June 26. College Council was asked to ensure notice is communicated to all areas of the campus and to send any comments, questions, and/or concerns to Summer.

- **500.2 - Surplus Disposal**

Passed the second review. There was a final edit made by Leadership to clarify what is expected of with regard to the photos. Line 2(c) now reads *“Photographs of a sufficient nature to allow for positive identification of the item(s) being disposed; i.e. a picture of a vehicle showing make, model, and color; a picture of a stack of chairs showing type, color, and number; a picture of piece of equipment showing broken or damaged condition; etc.”* Policy is now in place.

#### INFORMATION / DISCUSSION ITEMS

- **Dean / CEO Search**

Jane is chairing the committee, should be 12 members. First review of candidates will be September 8. Some qualifications are open-ended; applicants are expected to address and provide examples of qualifications in their resume and cover letter. The first meeting of the committee will be Friday, June 16.

- **Website for updates - <http://umhelena.edu/abouthc/Dean-Search.aspx>**

Website will provide updated information regarding the Dean search. Utilizing as cost-saving measure to direct nationwide ads to this website for further information. Includes links to community information. Search committee members will be posted, info regarding community forums, etc.

- **Domain Name Change**

Process started last week to change email and website domain name change. Waiting for EduCause approval, then will have old email/domain for 6 months. Following EduCause approval, HC will notify NWCCU. Hope to have the new website go live August 7.

- **Strategic Plan Review Update**

Summer finishing up notes, will go to Leadership and then SPA to start the work on the process. Additional updates and requests for input will come to College Council.

- **Robert’s Rules**

Had discussed doing a watered down Robert’s Rules; Val provided RMSFAA’s process. Following Robert’s Rules would prevent optional members from voting. Council members discussed required vs. optional members or voting vs. nonvoting members. College Council will need to determine a mission. Matt Richards will lead a task force to work on a mission and discuss membership; Della co-chair. Other members will be Rick Dendinger, Tammy Burke, and Valerie Curtin.

#### ACTION ITEMS

#### ADJOURNMENT

Meeting was adjourned at 4:28.

**INSTITUTIONAL COMMITTEE UPDATES**  
*Updates for 06/13/2017 College Council Meeting*

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**ADVISING**

The Advising Committee hasn't met since the ending of the academic year. Still making plans to facilitate several advising workshops during Institutional Development Days and conduct faculty breakout sessions.

**BUDGET**

Leadership has developed a balanced budget for FY18. The final budget will be presented to the Budget Committee in the near future.

**DIVERSITY**

Diversity Committee has been busy! The Committee has an ambitious plan for AY 17-18:

1. I Am Campaign: Campaign will highlight diversity within the Helena College community. Kick-off to this event/program will roll into one of the activities Student Affairs is planning for the first week of the fall semester.
2. Diwali: Helena College will celebrate Diwali (Hindu festival of lights) in October 2017. This will be a large scale event with campus decorations, main hall display case decorations, campus and community events, and a possible presentation for the Helena College Lecture Series. The event will span the month of October.
3. Native American Heritage Month: Helena College will partner with Laura Ferguson (Native American Studies instructor) and the Montana Historical Society for programming and event(s) during the month of November. The Committee has requested the Main Hall Display Case for the month, as well as a slot in the Helena College Lecture Series to tie into the diversity event. Planning is ongoing and more information will be shared next month.
4. Lunar New Year: Helena College will celebrate Lunar New Year in January and February 2018. Chinese New Year falls on Friday, February 16th. Both campuses and the main hall display case will be decorated in January and February for the event. The event will look similar to last year with campus and community programming, as well as a presentation for the Helena College Lecture Series.
5. Possible Brown-Bag Discussion Series: The committee is exploring the idea of 2-3 scheduled brown bag diversity discussions each semester. These discussions would focus on different diversity topics and they could center around a short presentation, a reading, or a viewing. The discussions would be open to Helena College community.

**INSTITUTIONAL EFFECTIVENESS**

The Institutional Effectiveness Committee has not met since the initial meeting on May 3rd. The next meeting is scheduled for June 14. Going forward the committee will meet bi-weekly on the 2nd and 4th Wednesdays of the month at 3 pm. For the next meeting the committee will finalize a mission statement and goals and begin reviewing the results from the 2016 Survey of Entering Student Engagement (SENSE).

**PROFESSIONAL DEVELOPMENT**

The Professional Development Committee met on June 7. Ways to refine the scoring rubric, better define criteria, and ways to increase participation were discussed. Also discussed was a recommendation to increase the dollar amount for leadership approval from \$1,800 to \$2,500.

**QUALITY WORK LIFE**

QWL put on a successful luncheon. Elected not to have a Habitat for Humanity volunteer day this summer.

**SAFETY**

Safety and Security Committee has not met since the last update. Members are still working on forming teams to get together for area inspections.

**STRATEGIC PLANNING & ASSESSMENT**

Membership is retracting to the same general level as before SPA became the steering committee for the Year Seven NWCCU Accreditation Evaluation. Future work will focus on assimilating information from the strategic planning session held in May 2017, as well as working to implement changes in response to the Year Seven report.

**FACULTY SENATE**

No update at this time.

**STAFF SENATE**

Staff Senate met June 8 and announced the new officers for the 2017-19 term. President will remain Brenda Johnson and Secretary will turn over to Stephanie Pung. Everyone was reminded of the July 10 Night at the Brewers and to watch for more information on this from Barb McAlmond. Everyone was asked to think about things they would like to see Staff Senate participate in 2017-18 school year, and to bring those ideas back to the July meeting.

**STUDENT SENATE**

No update at this time.