

COLLEGE COUNCIL

Minutes

Lecture Hall – 09/19/2017

Attendees:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Baker, Jane | <input checked="" type="checkbox"/> Fife, Kris | <input checked="" type="checkbox"/> Sacry, Sandy |
| <input type="checkbox"/> Bennett, Josh | <input checked="" type="checkbox"/> Fillner, Russ | <input checked="" type="checkbox"/> Schmidt, Matt |
| <input checked="" type="checkbox"/> Block, Jeff | <input checked="" type="checkbox"/> Hickox, Chad | <input checked="" type="checkbox"/> Stearns Sims, Elizabeth |
| <input checked="" type="checkbox"/> Brown, Mike <i>via skype</i> | <input checked="" type="checkbox"/> Johnson, Brenda | <input checked="" type="checkbox"/> Steckler, Tammy |
| <input checked="" type="checkbox"/> Burke, Tammy | <input checked="" type="checkbox"/> Kiesling, Robyn | <input checked="" type="checkbox"/> Turner, Patrick |
| <input checked="" type="checkbox"/> Clinard, Jan | <input checked="" type="checkbox"/> Kurokawa, Quinn | <input type="checkbox"/> Wiederhold, Mike |
| <input checked="" type="checkbox"/> Curtin, Valerie | <input checked="" type="checkbox"/> Lannert, Mary | <input checked="" type="checkbox"/> Willcockson, Ann |
| <input checked="" type="checkbox"/> Dendinger, Rick | <input checked="" type="checkbox"/> McAlmond, Barb | <input checked="" type="checkbox"/> Zelenak, Maia |
| <input checked="" type="checkbox"/> Dellwo, Sarah | <input checked="" type="checkbox"/> Munn, Nathan | |
| <input checked="" type="checkbox"/> Dubbe, Della | <input checked="" type="checkbox"/> Richards, Matthew | |

Recorder: Summer Marston

Also in Attendance: Ben Nickol
Hayley Blevins

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

COMMITTEE REPORTS

- **Advising**
- **Budget**
- **Diversity**
- **Institutional Effectiveness**
- **Professional Development**
- **Quality Work Life**
- **Safety**
- **Strategic Planning & Assessment**

FACULTY, STAFF, AND STUDENT SENATE REPORTS

- **Faculty Senate**
- **Staff Senate**
Brenda stated Staff Senate does not want to exclude anyone; realize some people will have to stay and on campus.
- **Student Senate**

POLICY ITEMS

- **[100.1 - Formulation and Issuance of College Policies and Procedures](#)**
No additional comments were received. Policy edits were adopted, the updated version is posted, and the campus has been notified.

- **400.3 - Sexual Harassment**

Rescinded as of 8/4.

- **400.4 - Alcohol and Drug Free Workplace**

No additional comments were received. Policy edits were adopted, the updated version is posted, and the campus has been notified.

ACTION ITEMS

- **ByLaws**

(Attachment)

Subcommittee met and took several different documents, trying to create a document for this group with information gleaned from the previous subcommittee that met.

- Article 1, Section 2 – Della made a motion to accept mission as written and that a purpose statement was not necessary, Mary seconded. All in favor, motion carried.
- Article 2, Section 1 – CC members discussed stating “directors and managers” versus listing each position. Tammy moved to accept the verbiage “*Directors, Managers, and a representative of the following; Faculty Senate, Staff Senate and Student Senate,*” Nathan seconded, all in favor, motion carried.
- Article 2, Section 2 – Keep “*expected to attend*” verbiage; not required (would be part of employee evaluation if required). Remove “*as long as the College Council is functioning.*”
- Article 2, Section 3 – CC members determined having the chair and vice chair from different areas was not relevant. Was proposed when there was overlap with nonvoting members. Those in CC should feel free to voice their opinions. Members agreed that the “*from the same department*” verbiage could be removed.
- Article 3, Section 1 – CC members agreed to keep the language “Meetings may be cancelled by the Chair, with appropriate notice.” Meet bi-weekly (not bi-monthly). CC members discussed “*following Robert’s Rules*” and suggested striking that verbiage vs. stating “*modified.*” Val suggested this should be procedure rather than in the bylaws. Jan moved to strike the Roberts rules, Barb seconded. Twenty-six (26) in favor, one opposed. Motion carried.
- Article 3, Section 2 – Quorum was discussed; will remain 2/3.
- Article 3, Section 3 – CC members decided to remove the language “*to assist with decision-making.*”
- Article 3, Section 4 – College Council’s authority is delegated by the Dean; communication between Leadership and CC Chair is necessary to avoid issues and ensure the Dean is comfortable with CC making those decisions. Elizabeth moved to accept the language “*Proposed agenda items needing action and/or voting shall be forwarded to the Dean/CEO for discussion and, once approved, placed on the agenda for review and/or action.*” Jan seconded. All in favor. Motion carried.
- Article 4, Section 1 – CC cleaned up extra verbiage in language to read “*College Council Membership.*”

A final draft of the Bylaws will be sent to College Council for approval at the next meeting.

- **Nominations and Election of Officers**

(Attachment)

Nominations were made Mary Lannert and Patrick Turner for Chair. Both accepted. Nathan moved nominations be closed, Val seconded. Written votes were submitted and counted. Mary won majority. Nominations were made for Patrick Turner, Maia Zelenak, and Val Curtin for Vice Chair. Mary moved nominations be closed, Nathan seconded. Written votes were submitted and counted. Patrick won majority. Hayley will serve as recorder for College Council.

INFORMATION / DISCUSSION ITEMS

- **Winter Luncheon Date**

QWL proposes having the winter luncheon on 12/18/2017 at 11:30-1:00; College Council members were asked to send feedback to Ben Nickol.

Meeting adjourned at 4:32.

INSTITUTIONAL COMMITTEE UPDATES
Updates for 09/19/2017 College Council Meeting

ADVISING

No update at this time as the committee is in the process of reorganization.

BUDGET

Budget Committee has no update at this time.

DIVERSITY

- I Am Campaign is continuing. Students and employees can still send their I Am photos and captions to IAmHC@helenacollege.edu. The posters will be displayed until the end of September.
- Diversity will be celebrating India and Diwali during the month of October. The campuses will be decorated and there will be several programs presented.
 - The Story of India, a six-part PBS documentary about India, will be shown every Wednesday from 12:00-1:00 starting on September 27. An hour of the documentary will be shown each week. Flyers and advertising will come soon.
 - Movie night, Thursdays at HC! The Diversity Committee will show a movie in conjunction with Thursdays at Helena College, tentatively scheduled for Thursday, October 26. Titles being explored are Lion and The Hundred-Foot Journey. This event will be hosted in the evening and will be free for both the HC and Helena Communities.
 - Diwali celebration on October 18-19. There will be food!
- Native American Heritage month will be celebrated during the month of November. Exciting presentations and displays are planned. More information at the next College Council meeting!

INSTITUTIONAL EFFECTIVENESS

Institutional Effectiveness Committee has no update at this time.

PROFESSIONAL DEVELOPMENT

Professional Development Committee has no update at this time.

QUALITY WORK LIFE

Winter Luncheon

The last several semesters, the luncheon has worked best on the Monday after classes conclude. Does that work for this semester? (That would be Monday, 12/18 from 11:30 – 1:00).

Service Ideas

This year, QWL is considering other ideas for service opportunities. One of them, suggested by Christy Stergar, is a trail work day with the Prickly Pear Land Trust.

Trash Mob

After last year's successful trash mob, QWL is hoping to host another. One idea was to focus our energies on one or all of Helena College's rental properties near campus.

Chairperson

Ben Nickol has taken a leadership position with ECOS and is stepping down as the QWL chair. A new chair will be elected by the committee at the October meeting.

SAFETY

Safety Committee is looking at some Safety Smart ideas purchased by Montana State University that could help prevent Helena College work comp injuries and aid in safer work practices. The Safety Committee will meet in September to discuss whether or not to possibly purchase some of these items.

STRATEGIC PLANNING & ASSESSMENT

- SPA has adopted a work plan for the academic year with primary emphasis on updating the Strategic Plan in light of feedback from the College on May 16. Work groups have formed, and proposed revisions are being developed. Those proposed changes to the Strategic Plan were the main agenda item for the 9/15 SPA meeting.
 - Another item on the SPA work plan is to respond to the NWCCU findings from last April. The emphasis of the NWCCU evaluation visit was the need to continue to improve assessment practices and to develop enhanced documentation of assessment activity. A sub-set of SPA, with additional experts, has met and devised an overarching approach to structuring and collecting assessment information at all levels, including course-level, program-level, and institutional-level. A database will be constructed to allow easy collection and analysis of assessment data. The Year 1 report is due to NWCCU on March 1, 2018, along with an Ad Hoc report focused on particular recommendations from last spring's campus evaluation. No visit is anticipated to occur regarding the Y1 or the Ad Hoc reports. Activity relating to assessment will be ongoing and will engage almost all faculty as well as ASCRC as course and program outcomes are reviewed/updated. More information will be forthcoming through Division Chairs and Directors. Assessment of non-instructional units is also being discussed; however, as that is not a part of the NWCCU findings, priority is being placed on instructional assessment and its documentation. The results of SPA discussions will be shared with appropriate groups and with the whole college at the December or January Institutional Development Days.
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FACULTY SENATE

Faculty Senate is looking at how it can be more involved in curriculum, in particular, the role of ASCRC. The first ECOS meeting was held on September 13. In addition, there are plans to address concerns around dual credit and get adjuncts more involved.

STAFF SENATE

- Staff / Faculty Kickball this Friday at 4:30 Ramey Park across from Florence Crittenden Home. BBQ afterwards. RSVP to Cari Schwen. Families definitely welcome.
- Small ad-hoc group being put together to review Staff Senate By-Laws. Any changes/corrections/approvals will be brought back to the October meeting.
- Discussion on possible budget cuts and where changes can be made.
- Discussion on Advising Committee – The Advising Committee requested feedback from Staff Senate on departments that should be involved. Staff Senate provided that feedback and is now polling Staff to determine who will fill the positions recommended.
- Request for a follow up visit by Commissioner Christian received; Brenda will follow up with Jane on how to proceed.

STUDENT SENATE

- **BoR & MAS**
Quinn Kurokawa and Dalton Johnson attended MAS and BoR meetings in Butte last week.
- **Discussion included the budget cuts and biennial plans for MUS, what effects students will see**
September 21 Lunch/BBQ.
- **SGA sponsored Thursday lunch event 11:30-1:30**
SGA is discussing and coordinating plans for the semester.