

COLLEGE COUNCIL

Minutes

Lecture Hall – 10/24/2017

Attendees:

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

Recorder: Summer Marston

- ~~Baker, Jane~~
- ~~Fillner, Russ~~
- ~~Hickox, Chad~~
- ~~Stearns Sims, Elizabeth~~

Updates will only be sent out once a month. Summer will keep updates sent for this meeting, and they will be sent out with updates for the first College Council next month.

POLICY ITEMS

- None

ACTION ITEMS

- **Approval of minutes from 10/10/2017** **Attachment 1**
Mike Wiederhold made a motion to accept the minutes as written, Rick seconded. No discussion. All in favor, motion carried.

INFORMATION / DISCUSSION ITEMS

- **Helena College Operating Cycle**
continue discussion from prior meeting
Matthew gave background on the reason for this discussion. Meant to look at our resources and how we use them. Not about cutting positions, rather there are times HC is stretched thin and things may not run as smoothly as they could. Look at shifting some things to alleviate some of the stress during peak periods. Some processes happen at specific times due to regulations, time constraints, etc. By collecting all information and plotting it out, could show some processes could be moved to make peak times easier. Sandy discussed a list Nursing has containing everything Sandy does every month. Unsure how to capture the information. CollegeCon is a very busy time period for staff, particularly Student Affairs. One key issue is students tend to all show up at the same time expecting all services.

Discussed bookstore; not all materials were in before the start of classes. Maybe some coordination that everything might be in stock a week or two prior to the start of classes. Bookstore needs lists of materials from instructors in time, but that is sometimes because instructors are still being hired right up until classes start. Robyn is constantly in

a state of hiring, some determination for what courses need to be hired for. Some people will sign up to instruct, but then pull out. Essentially requires duplicate services at both campuses during the start up.

CC suggested having an orientation at the airport campus and two at Donaldson. Also discussed program orientation for Nursing. Student assessment led to one-day orientation run by Nursing faculty. Not related to HC new student orientation. Samples of books are brought in, prepares students for Nursing program so classes can focus on specifics for their class, hitting the ground running the following day. F&R did a small orientation during new student orientation; Maia attended to help answer student questions.

There will always be peak times at the beginning and end of the semester, and some things can slip through the cracks. Discussed Nursing's tickler file to identify everything that must be done and when it should be completed within a two-semester period. This revealed a few things that could be manipulated a little to allow more time during busy times.

Some CC members initially expressed concern that this needs to come from the top down. Some things may affect the budget, require hiring people, eliminating services. However, CC could vet solutions and make a recommendation to Leadership. Leadership is looking for CC to be the subject matter experts. Part of CC mission is to help improve process to make things better.

Matt R suggested having everyone list a few things that cause angst. CC members felt that it would be best to address issue by issue rather than everything in the institution. Matt will inform Leadership that issues will be addressed issue-by-issue rather than a holistic list.

- **College Council approval of Committee Decisions**

continue discussion from prior meeting

CC meetings provide the opportunity to initiate change, brainstorm, vet ideas, etc., to benefit everyone. CC is comprised primarily of program managers. Random discussions can be had in CC without prior approval from Leadership; Summer will add "Items Not on the Agenda" to agendas.

Discussed using the agenda item form to bring forward to College Council; confusion if items need the form prior to being added to the discussion agenda. The form helps frame the discussion; ensures the presenter knows points that will need to be covered. If some things are uncertain, could put "I don't know."

Discussion items not on the agenda are permitted if time permits, but agenda items will take priority. Emailing discussion items to the Chair for inclusion on the agenda ensures the item will be discussed and ensures Leadership will be available to help facilitate if needed. If a discussion item not on the agenda is added to future agendas for discussion or action, a form must be submitted by the person who initiated the discussion. Agenda items must be received by the Chair via a completed form a week prior to the meeting.

Mary requested additional agenda items for the 11/7 meeting and stated they are due 11/3.

ADJOURNMENT

Mike made a motion to adjourn, Barb seconded. All in favor, motion passed. Meeting adjourned at 4:58 pm.

DELIVERABLES

- **Matt will inform Leadership that issues will be addressed issue-by-issue rather than a holistic list.**
- **Summer will add "Items Not on the Agenda" to agendas.**