In attendance: ☒ Daniel Bingham  
☒ Chad Hickox  
☒ Russ Fillner  
☒ Elizabeth Stearns-Sims  
☒ Matthew Richards  
☒ Michael Brown (via Skype)

Also in attendance: Summer Marston (recorder)

**HUMAN RESOURCES**

- **Recruitments**
  - **Open Recruitments:**
    - No open recruitments aside from possible Physics instructor. Plan in place for spring if the candidate decides not to take it.
  
  - **Upcoming:**
    - Director of eLearning – position offered, candidate declined. Will re-post, giving time.

- **Payroll**
  - Preparing for Therese’ leave, Mady will be doing payroll while she is out.

**Student Debt, Collection, Debt Threshold, Appeal**

Need to develop strategies and processes so the campus is consistent across the board with the way we handle student debt – determine a threshold on what point in repayment a student may register for classes, etc. Elizabeth and Chad are planning to work on professional development for advising and related finance. Elizabeth and Russ will develop a debt process by the end of the next semester.

**TRIO Students to Scholars Club; Needing Service Projects**

First generation students had a table at orientation that received a great deal of interest. Therefore, students wanted to start a TRIO club. To be sponsored by SGA, it must be open to all students. Karen Henderson is the advisor to the club, and it is sanctioned by Student Government, but there is some concern regarding the name. Elizabeth and Ben discussed other possible names with the group, such as First Gen Club. With TRIO in the title, many students may feel they must be part of TRIO, or at least eligible, to join. TRIO students must fit government regulations. Helena College has more first gen students than TRIO can serve.

Leadership brainstormed some projects to send TRIO:
  - Humane Society volunteer
  - Friendship Center
  - Spearhead a drive for the friendship center in terms of bedding, kitchen items, etc.
  - United Way
  - Good Samaritan
  - God’s Love
  - YWCA
- Veteran’s Services
- K-12 Reading Programs
- Volunteerism in schools
- Food bank / Food share
- United Way has a great list of service projects (Just Serve)
- Volunteering at the College, help with graduation, cleaning up campus
- VolunteerHelena.org
- Habitat for Humanity
- Rocky Mountain Development Council

WICHE MEMBERSHIP
Push from OCHE to get Montana involved in WICHE. Signature piece is Interstate Passport at the moment. Dean Bingham has been to a WICHE conference in Phoenix.

ACADEMIC RECOVERY PROGRAM – REQUIRED FOR ALL STUDENTS ON PROBATION STARTING 201730 – REQUIREMENTS/CONSEQUENCES, ACADEMIC WARNING STATUS
For past three years, HC has been working on an academic recovery program. Some faculty volunteered to be supplemental advisors for students who volunteered to be in the program. Looking to require academic recovery program for students on academic probation and set up a warning after the first semester. Supplemental advisors would maintain their connection, and SSC would advise others. There are about 150 students from fall to spring on probation. Would like faculty participation, but not required. Academic recovery could be suggested when the student receives the warning. Currently, there is no communication from the institution at the end of the first semester. Calibrating will be difficult, need to give it a shot and make adjustments as we go. If participation is required and the student is not participating, they will be suspended. Will put more workload on SSC, formalizing relationships rather than ad hoc it is now, and registrar’s office identifying students and building the code into banner. Suspension would still come from Elizabeth’s office. Would be a tool for completion. Ensure barriers are not created. Find the balance.

HELENA COLLEGE DAY – WHO IS STAYING BEHIND
April 21, 2016, from 10-3 at L&C Fairgrounds. HC will have reps from all instructional areas, clubs, interact with students. Will have media there, hope to unveil the rocket. Dean Bingham asked Leadership to coordinate with their areas. Basic functions must stay open for the institution – Library, SSC, BO, Welcome Center, IT, Maintenance, someone from Academics. Need to determine who is needed at the event to help direct traffic, setting up and tear down. Focus on prospective students – SIM man, sub-arc welder, etc. HHS and Capital will bus students to there. Need to get the info out to the campus community so people can prepare. Elizabeth will have Barb share the info with College Council.

DRAFT SCHEDULE FOR DECEMBER 19 IDD (POSSIBLY DRAFT FOR 1/12 AND 1/13, ALTHOUGH POSSIBLY NOT)
Discussed draft of schedule, determined the following:
- December 19th – all college meeting (legislative session, BOR meetings at HC, HC Day, mention upcoming major review of SP in fall, calendar reminders, orientation, notify about January lockdown drill), accreditation discussion (training, timeline, etc, all campus in mid-March), data available and how to use it, RRC debrief, classroom management with division chairs and student code of conduct as part of same convo.
- January 12-13 – Starfish, advising, website presentation, active-shooter (how things are today with online/F2F, things safety committee will be looking at, etc.), faculty work to plan for classroom, shelter in place, etc.
- Fall – Title IX

INSTITUTIONAL EFFECTIVENESS COMMITTEE STRUCTURE DISCUSSION
Mike put together a chart based on prior discussion. No hierarchy or relationships aside from Budget and Institutional Effectiveness in relation to SPA. Committees listed participate in College Council. Advisory is a Council, not the
responsibility of a Board. Dean Bingham asked Leadership to review and analyze the Committee chart and bring back to Leadership in time for training with the institution, possibly in January during IDD. Everything in the institution needs to go through the guiding documents. SPA is 30k foot, leadership is 50k foot. College Council is 30k foot, but less responsibility. Align yellow back to College Council. Need to identify communication, coordination, and authority lines.

HELENA HIGH UPDATE
Daniel
HHS is getting the facility back in shape following the fire. The goal is to be done within 3 weeks. Summer will send the updated HHS schedule of room usage to Elizabeth. They are primarily using 002, 003, and the Lecture Hall, some of 009 and some additional here and there. All Math students. Students are coming over, class, and leaving; no extra time in between classes. Russ will review liability issues of having HHS students on campus regularly; should be covered by current liability that pertains to leasing/renting space. Dean Bingham will discuss Title IX and Clery issues of having HHS students on campus regularly with HSD. If anyone is under 16, puts HC in a different liability category. Dean Bingham will look at HC’s facility use agreement; determine if precedent and process could default to existing agreement with Access.

POLICIES
- **300.5 Student Travel**
  Summer will inform SGA president and advisor. Up for third and final review.

OLD BUSINESS
- **Dalton will take student memorial suggestions back to TRIO and will then work with Ben and Elizabeth.**
  Ongoing.
- **Summer will work with the Graduation Committee to contact the proposed speakers in the order listed.**
  Done.
- **Leadership will determine 3-4 people who will attend Great Conversations, send names to Summer, Summer will get them registered.**
  Done. Patrick, Robyn, and Jan will attend.
- **Summer will make a form for Bryant activities and will work with Mary to get the process ironed out.**
  Summer has a POC, Summer and Mary working together to organize events at this time.
- **Chad, Russ, and Matt Schmidt will meet to determine what furniture needs to be in what rooms (with information from Continuing Ed and Disability Resources).**
  Ongoing.
- **Leadership will review existing fees between now and February 1; complete the fee schedule by the middle of February.**
  Ongoing.
- **Russ will work with Mike to review IPEDS data to determine a percentage of tuition increase to get to peer level.**
  Done.
- **Mike and Matt will discuss ways to score and weight prioritization data to balance academic and nonacademic.**
  Ongoing.
- **Mike will share RMAIR Conference info at the next College Council meeting.**
  On agenda for today’s CC meeting.
- **Chad and Elizabeth will meet to finalize edits to Policy 300.5 Student Travel; Summer will re-post for one more week.**
  Done.
- **Leadership will review Draft Policy 600.15 College Vehicle and Equipment Use and submit edits to Summer.**
  Summer will re-send the email so Leadership can review and submit edits to Summer.
- **Mike will pull Accounting and Business data from last year to see where those students are going, look at strategies for retention. (Ongoing)**
  Ongoing.
- **Chad will contact Townsend Superintendent to let him know there will be a delay with the Education Center. (Ongoing)**
Chad has been in contact, informed them we have identified courses, but are sorting an administrative issue.

- **Chad will work with Christy on developing a catering MOU. (ONGOING)**
  Ongoing.

- **Russ will work with Matt to get the testing room remodel started (ONGOING).**
  Met yesterday.

- **Russ will have Matt get numbers and sizes together to put benches close to entryways and provide grips. (ONGOING)**
  Ongoing. Bringing another bench to put outside Nursing.

- **Summer will set up a meeting with Russ, Chad, Hayley, Robyn, Tammy, Elizabeth, Daniel to discuss PLA pricing.**
  Done.

- **Russ will look into what copy machines may not have IDs. (ONGOING)**
  Done.

**DELIVERABLES:**

- Elizabeth will have Barb share Helena College Day info with College Council.
- Dean Bingham asked Leadership to review and analyze the Committee chart and bring back to Leadership in time for training with the institution, possibly in January during IDD.
- Summer will send the updated HHS schedule of room usage to Elizabeth. Russ will review liability issues of having HHS students on campus regularly; should be covered by current liability that pertains to leasing/renting space. Dean Bingham will discuss Title IX and Clery issues of having HHS students on campus regularly with HSD. Dean Bingham will look at HC’s facility use agreement; determine if precedent and process could default to existing agreement with Access.
- Summer will inform SGA president and advisor to ensure they know about the third review of 300.5 Student Travel.
- Dalton will take student memorial suggestions back to TRIO and will then work with Ben and Elizabeth. (Ongoing)
- Summer will make a form for Bryant activities. (ONGOING)
- Chad, Russ, and Matt Schmidt will meet to determine what furniture needs to be in what rooms (with information from Continuuing Ed and Disability Resources). (ONGOING)
- Leadership will review existing fees between now and February 1; complete the fee schedule by the middle of February. (ONGOING)
- Mike and Matt will discuss ways to score and weight prioritization data to balance academic and nonacademic. (ONGOING)
- Leadership will review DRAFT Policy 600.15 College Vehicle and Equipment Use and submit edits to Summer. (ONGOING, Summer will re-send draft)
- Mike will pull Accounting and Business data from last year to see where those students are going, look at strategies for retention. (ONGOING)
- Chad will work with Christy on developing a catering MOU. (ONGOING)
- Russ will have Matt get numbers and sizes together to put benches close to entryways and provide grips. (ONGOING)