



CAMPUS ADVISORY COUNCIL
Minutes
Helena College Lecture Hall – 2/5/2014

Council members in attendance:

- Alan Puera**, Dept of Revenue
- Brian Obert**, MBAC
- Bryan Page**, Dept of Labor & Industry
- Carol Rule**, Helena Job Service
- Dave Lewis**, Montana Senator
- Doug McBroom**, Dept of Transportation
- Eric Smith**, Boeing
- Lisa Cordingly**, Helena Education Foundation
- Margaret Bowles**, OPI *excused*
- Nate Olson**, St. Peter's Hospital *excused*
- Rick Hays**, Community Volunteer
- Tiffany Ferguson**, Northrup Grummon

HC Staff/Faculty in attendance:

- Daniel Bingham**, Dean/CEO
- Denise Runge**, CAO
- Russ Fillner**, CFO
- Elizabeth Stearns-Sims**, CSO
- Tia Kelley**, Gen Ed Division Chair
- Val Martinez**, Trades Division Chair *excused*
- Sandy Sacry**, Director of Nursing
- Mary Lannert**, Director of Continuing Ed
- Sarah Dellwo**, Registrar
- Val Curtin**, Director of Financial Aid
- Della Dubbe**, Director of Library Services
- Steve Lewis**, Faculty Senate President
- Mary Ann George**, Staff Senate President
- Greta Pollock**, Student Senate President

Recorder: Summer Marston, Assistant to the Dean/CEO

Dean Bingham welcomed the committee members, and member introduced themselves, followed by introductions of campus members. Associate Dean Runge gave the Council info on Trades Division Chair Val Martinez who was not able to attend.

ACADEMIC AFFAIRS

Associate Dean Runge then presented background of her experience in higher education, working on both sides of the transfer issue. She is working with other campuses across the state to guarantee admission to students into the target programs, expanding online delivery options. Helena College is also part of TAACCCT Grant, which is geared towards stackable transferable technical and trades programs. Students may be able to test out if they have industry knowledge, courses in blocks, and one-year credentials that into two-year that fold into applied science. Big Sky Pathways is another statewide initiative that is essentially K-12 to higher education to work.

Remaining current in Information Technology is key and difficult because it changes so quickly. Need to make sure IT offerings are current, particularly in programming. Starting conversations at High School level. Many students stop taking math in sophomore year, so encouraging students to stay in math, take some college level math, and early programming so they are prepared to move forward.

Dual credit is another large statewide initiative in Montana to encourage students go on to earn a degree by taking elective college-level courses in high school to earn college credit. Teachers are board certified, teach HC curriculum. Working to ensure the courses will also transfer throughout MUS. Associate Dean Runge and Division Chair Kelley presenting five areas in Gen Ed to high schools that will transfer. Encouraging high school faculty use HC facilities during the summer to teach science as high school labs are often not up to specs for college-level courses. Currently have about 263 students in dual credit in eight high schools. Most popular classes are math, literature, and writing. Working on

articulation agreements with UM and MSU. The ultimate goal is for students to obtain the first full year and start college as a sophomore. Looking at other states for guidance – some give full tuition if the student completes an Associate by the end of the summer after HS graduation. Dual credit cost to student is half tuition and no fees.

LIBRARY

Helena College's library is affiliated with The University of Montana in Missoula, Montana Tech, and UM Western. HC students have access to all their materials and most can be delivered here within a couple days, as well as online resources, databases. Most of those databases will be trained on before they transfer. Holdings have grown significantly. Weeding and adding and streamlining. Constantly evaluating, have about 11,000 volumes, developing a collection that serves all the programs is a challenge. Suggesting things to UM thing that might be useful. Developed a kiosk for the airport campus, as well as resource guides for each programs. Links on kiosks, so students can go directly to resources for their program. Hoping to move some physical items. Their schedules make it difficult for them to come to the main campus.

CONTINUING EDUCATION

Continuing ed is works closely with area businesses to meet their needs. Started professional call center certificate designed based on Department of Revenue call center needs. Potentially credit course/certificate, or could articulate some credits into that program, first group of students in October. Tweaking, adding more pieces. Encouraging students to move from non-credit area to credit area. Helps employers find employees with necessary skills. New noncredit reserve officer certificate can lead to credits towards criminal justice.

STUDENT SERVICES

Helena College received a grant to improve financial literacy. As part of the grant, HC received Starfish, software that helps connect with and advise students by providing more timely communication between students, faculty, and those providing outreach. Delayed disbursement of financial aid has helped reduce loan debts, saved well over \$250,000 that the campus would have had to pay back to the US Department of Education. Students would have had to pay back prior to registration for the following semester. Voucher system allows students to get required books/tools. Orientation required, changes in advising strategies. Retention task force working to prevent roadblocks to student success.

Legislature has tied money to institution performance with retention measuring graduation rates, course completions, etc.

FISCAL AND PLANT

HC is the smallest of the primary campuses in MUS. Current funding is 60% from state, remaining comes primarily from tuition. MUS funding being reallocated MSU and UM based on enrollment. UM currently determining an allocation formula using IPEDS data (national database) to try to determine how to split between Missoula, Butte, Dillon, and Helena. Most economically sound, lowest expenditure per student.

Donaldson campus was remodeled in 2006-2007 to add on the lecture hall, computer labs, science labs. Some interior remodeling of restrooms this spring. Airport campus, houses most of the trades programs – aviation, automotive, etc. The aviation program is the only one of its type in the state of Montana with a high placement rate. Some remodeling, including new classrooms, lecture hall (still needs to be finished) with space for vehicles to be hooked up cameras.

GOALS FOR ADVISORY COUNCIL MEETING

Inform council members that this institution has changed. Still focused primarily on Technical Education, but also Gen Ed and Transfer. Working hard to meet the needs of the entire community. Hope that students will start here and be able to go onto 4 year. Help 'boomerang' students become successful. Many students want or need to stay in the

community, yet want a four-year degree. They can transfer to Carroll, go through Western Governor's University, or take distance courses through Tech and Western. Helena College can do testing, let them use services and facilities. The HC Leadership is poised to make more of that happen.

Advisory is extremely important. HC wants to hear what Council members have to say. HC staff in attendance will be at future meetings to hear what is happening and provide dialogue to help expand the institution.

CAMPUS ADVISORY COUNCIL BINDER

- **Organizational Chart** – Also available online and broken down by division.
- **Strategic Plan** – HC ahead of two-year curve with development of the Strategic Plan. In spring of 2011, there was an all-campus meeting at which everyone in institution participated to determine where the campus was coming from and where it is going. This information was used to create the strategic plan with goal that align to the mission, objectives, and impact. Key performance indicators to measure, and currently doing minor review to check where we are at, what roadblocks may exist, and if goals need to be adjusted. There will be a major review at year five.
- **Accreditation Information** – Every higher ed institution is accredited by a body, and the northwest is accredited by NWCCU. There is a seven-year process to maintain accreditation, and HC in currently doing a three-year review. Will have a 'digital' site visit in March where NWCCU will visit with key people in institution and review our documentation. Some programs that are heavily regulated also have specific accreditation, such as FAA, NATEF, nursing, etc.
- **"Right Choice" Viewbook** – Info about the college. Students pictured are HC students.
- **Catalog** – put online, saved institution tremendous amount of money.
- **Continuing Ed Catalog** – changes twice a year, fall and spring. Those who have been to college and want to come back, this may be of interest. Community education. Some items will work towards a vocation. CNA, phlebotomy, etc.
- **Student Handbook** – contains student code of conduct, baselines to go back to, follow the process, etc.
- **Other Services** – HC serves a lot of veterans. One office dedicated to that. With TRiO students – first time students, services around to help them be successful.
- **HSD #1 (K-12) On Campus** – HC houses Access to Success and ABE-GED. Access to Success is a very strong program serving 16-25 year olds who are not engaged in education. Students identified by word of mouth. They work to receive a high school diploma, and it helps them move into higher education. About 70% graduation rate and about 50% getting moved into higher ed. Currently has 85 students, and has daytime and evening classes. In the state of Montana, there are somewhere in the range of 80-120k individuals who do not have HS diplomas, around 4000 in the Helena area.

The average age of a Helena College student is 27. Most are nontraditional. HC is focusing on community involvement in higher ed, regardless of traditional or nontraditional. Number of traditional high school students in Montana is in decline, expected to remain in decline. Therefore, it is critical for the long-term health of the campus to focus also on students who may need a place to start on the path to a four-year education. It is important to work closely with industry, and the College Advisory Council advice is critical to that component. HC retention is 57% using IPEDS data for first-time, full-time students, however, that does not capture many HC students and would be higher if we changed how we look at retention rates. Even at 57%, still above national normal and well above when including part-time students.

Dean Bingham expressed his appreciation to all the members for their participation. Plan to have HC Advisory Council meetings on quarterly basis, about 1-1/2 hours each, with an agenda distributed in advance so questions.