

**COLLEGE COUNCIL**

Minutes

*Lecture Hall – 10/08/2013*

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Bingham, Daniel

Block, Jeff

Brown, Michael

Dellwo, Sarah

Fillner, Russ

George, Mary Ann

Lewis, Steve

Lovell, Elyse

Marston, Summer

McAlmond, Barb

Pollock, Greta

Runge, Denise

Stearns-Sims, Elizabeth *excused*

Walborn, Joyce *excused*

Wiederhold, Mike

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**Old Business**

- **New Charge for College Council, Participants** - Add Rick Henry and Della Dubbe.
- **New Assessment and Strategic Development Committee** (discussed with College Council Mission)
- **Retention Task Force** - Elizabeth sent the information in an email.
- **Helena College Policy updates**
  - 600.1 Non-tobacco Use, Smoke-free Workplace and Facilities. Forward on to institution.
  - 600.11 (draft) Campus Closure. Forward on to institution after changes are made.Feedback goes to Summer, goes back to leadership.
- **Exploration Works movie**

**New Business**

- **College Council Mission** (Attachment)  
*Dean Bingham*

Intent is to communicate what committees are doing. SP&A to give direction, accreditation component. Discussed including ‘governance’ for NWCCU standard, right after representative “representative governance body” or “excellence through shared governance.” Discussed changing “academic excellence” to “institutional excellence.” Academic ties into strategic plan, one of HC core values. Not just an academic body, more than academic issues; however, higher education institution so everything is essentially academic.
- **Council feedback on statewide initiatives:**  
*Dean Bingham*
  - Dual enrollment—Licensure, credit for HS class work, etc.
  - Tuning—program articulation process  
Tia, Barb Yaavah involved. Initially email discussions. Aligning education student learning outcomes from high school through graduate school with signed articulations. OCHE involved. HC working towards 4-year articulation agreements with specific programs. Guarantee of admission and all credits transfer, move on as a junior. Needs to be signed off on by CAO of institution, can’t be negotiated by individual deans. Will monitor to keep updated, 2-year cycle as stated in the agreement.

Statewide dual enrollment component to expand, some incentive money tied. Formula has yet to be finalized. HC already doing great deal, so unsure what it will mean. Unclear data, some institutions participating, but didn’t have designated college name it and were getting no funding. Funding is going to be split this first year, then will refine and create a process in the future. Difficult to do head count, not consistent among institutions. Very confusing. Lots of work.

- **College Advisory Board / College Foundation**

*Dean Bingham*

Working on lists of potential individuals that would work well on a college advisory board. Being penciled out. Will take to leadership, tweak, bring to CC. Start with local community (Helena valley), then begin expanding further (neighboring counties, then statewide, then possibly even outside state). Simultaneously, working on a foundation board, almost all for scholarship. 501c in place, tweaking. Some to possibly push legislators to help fund buildings. Trying to put to rest within next month or so. Would like to have up and running with everyone on board January 1. Send suggestions Dean Bingham and Barb McAlmond, indicate which group suggestion is for.

- **Travel Paperwork**

*Russ Fillner*

Can fill out blanket travel for (on Business Services web page) for errands in the Helena area, back and forth travel between campuses, short frequent day trips. Keep a copy. Have to request travel for ANY off campus for liability reasons.

- **Providing CE Classes for Staff in SharePoint, Microsoft 8, etc.**

*Mary Ann George*

Questions from staff about taking college classes, opportunities for CE for different things staff have to use. SharePoint, Microsoft 8, etc.—software that staff/faculty use on daily basis. IT looking into some classes. Likely will be an HR function, may tie into IT. Will work with HR. If any specific software training is needed, email Therese in HR. Document training for HR file. Some online courses can be used for career laddering, like ED2GO.

- **Institutional Committee Composition and Attendance**

*Mary Ann George*

Staff concerns regarding being able to attend committees. Coverage, answering phones, meeting and greeting, etc. can make highly challenging. Multilevel reasons to get good meeting times. Mandatory for staff to sit on institution committee, not for faculty, however encouraged for professional development. Placement on committee determined between employee and supervisor. That info goes to Summer and she compiles lists, sending the info out. Faculty invited through union rep, select what they would like to be on. Selection goes to leadership. Senates are not institutional committees. Summer can provide the list. Senate leaders (president) still need to sit on a committee, maybe minor role or subcommittees, but still required. Professional development and ASCR are subcommittees. Professional development attached, individual responsibility to show participation when bring forth performance review. Supervisors should be discussing with staff, but should be staff initiative to go to supervisor. Staff can be reluctant to be proactive for their own time. Documentation goes to leadership. Leadership needs to communicate to mid-management.

- **HC email Logo**

Breast Cancer awareness logo, can choose to incorporate in email signature. Pink ribbon for use in October.

- **Agenda Items**

Email Summer with agenda items, even informational. Summer will add a standing agenda item for committee reports and to report back on old business.

Meeting adjourned.