

**COLLEGE COUNCIL**

*Minutes*

*Lecture Hall – 3/10/2015*

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|--|---|--|
| <input checked="" type="checkbox"/> <b>Arp, Christian</b>                    | <input checked="" type="checkbox"/> <b>Fillner, Russ</b>    | <input checked="" type="checkbox"/> <b>Schmidt, Matt</b>           |
| <input checked="" type="checkbox"/> <b>Bingham, Daniel</b>                   | <input checked="" type="checkbox"/> <b>George, Mary Ann</b> | <input checked="" type="checkbox"/> <b>Stearns-Sims, Elizabeth</b> |
| <input checked="" type="checkbox"/> <b>Block, Jeff</b>                       | <input checked="" type="checkbox"/> <b>Henry, Rick</b>      | <input checked="" type="checkbox"/> <b>Walborn, Joyce</b>          |
| <input checked="" type="checkbox"/> <b>Brown, Michael</b> <i>via Polycom</i> | <input checked="" type="checkbox"/> <b>Lewis, Steve</b>     | <input checked="" type="checkbox"/> <b>Worthy, Kim</b>             |
| <input checked="" type="checkbox"/> <b>Dellwo, Sarah</b>                     | <input checked="" type="checkbox"/> <b>McAlmond, Barb</b>   |  |
| <input checked="" type="checkbox"/> <b>Dubbe, Della</b>                      | <input checked="" type="checkbox"/> <b>Runge, Denise</b>    |  |

**Recorder: Summer Marston**

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**Committee Reports**

- **Budget**  
Met 2/25, reviewing budgets over 3% increase from previous year. Need 80% of performance-based funding budget to allow for the 3% increase providing everything goes as planned with Governor's budget. If Legislature doesn't approve, agreement with Governor is null, making small tuition increases possible. A 1% increase would be about \$26k. Next meeting 3/11, will discuss when to send to Leadership. Wait until Legislature done before finalizing. MUS Work Comp reduced rates for system, so lower workers comp rates. WC cancelled grant program for next year for individual requests, but doubled generic return funding. HC will get \$20k to put towards safety.
- **Diversity**  
Currently displaying Montana Suffrage traveling exhibit. March 18 will be "public women, private patrons." Access will be bringing their students, Joyce offered to record attendance sheet for instructors. April is National Poetry month and Celebrate Diversity month. Variety of displays. Looking for ways to bring student community together. Good turnout for Selma. Standing displays get a good response, however it is difficult for students to come to an event at a specific time/day because of class schedules, work, kids, etc. Christian will discuss with SGA to try and improve involvement. Dean Bingham complimented Diversity Committee for participation, activities, etc. and stated it is very important for institution.
- **Facilities and Safety**  
Currently constructing the bookstore at Airport Campus. Facilities, Jim More, Harold Kelly, and three students. Will be available for this fall semester. Different events lately requiring different scheduling. Airport Campus Food Service and Library will have to be moved at Airport campus. Della, Elizabeth, Russ, Jeff, and Matt will meet. Safety Committee will meet next week to finalize lockdown procedure. Ensure everyone has read and understands evacuation plan, then move forward with other areas of safety and security, reevaluating equipment, concerns. Plan to review safety inspection and fix items. Lockdown devices being reviewed, still some to look at.
- **Information Technology**  
Meeting 3/13. Finishing Qualtrics surveys to send to Mike. Met today with Christy, Sarah, Shelly, and Brenda about switch from MRM to EMS software. Better features, can share external calendar events and can hide internal. People could set up appointments and set up room reservations externally. More user friendly than MRM. Banner should interface well, overlaps should be easier to pick up. Has 140 reports built in, can do ad hoc also. Can upload a couple times a day. Would purchase 5-user admin license (5 at a time). Components for room pricing, catering, billing, etc. Highly customizable. Academic rooms separate from rented, classes can take precedence. Costs \$25k, but included 40 hours of support. Will not need that much, would cut price. New IT

support started last week. Working on IT helpdesk software that creates tickets for requests. Can track, sends warnings, sets precedence, etc.

- **Institutional Advancement**

Finished alumni mailing, receiving responses for alumni, student mentor, volunteer, alumni association activities. Hosting lecture on autism and young adults, partnering with Pure Energy Society to bring a speaker, March 20 from 1-3 pm. Discussing international food fair, still working out details. Joyce stated Diversity would be interested in helping.

- **Quality Work Life**

Planning started for spring luncheon and employee of the year. Possible dates suggested, Thursday after classes done or Monday. Gen Ed assessment process planned for Monday, but plenty of time to for 1-1/2 hour lunch, would break up slightly tedious work that is planned. Rick will discuss with QWL next week. Conversations about involving adjuncts in the event. Division chairs could give some input as to what adjuncts may be able to participate. QWL looking at things to do on campus, bowling Sunday, get-togethers outside of work, Service Day activity. Difficult to find a time. Longevity pins not funded, but working on certificates and a better award for 5-yr increments. Wellness newsletter should be out soon, menagerie of activities.

### Faculty, Staff, and Student Senate Reports

- **Faculty Senate**

Met last month. Working with staff senate on academic integrity statement to include employees. Discussed scholarships, process for program creation, articulation agreements, etc. at the last meeting. Next meeting in April. Steve met with other Senate leaders last week during BOR, then breakfast Friday morning with the Board. Discussed innovation, Starfish from faculty perspective. Steve stated he felt it gave him a better understanding of the Regents. Dean Bingham encouraged Staff and Student senates to participate in systemwide activity.

- **Staff Senate**

Meeting this week. Significant turnover in staff, seems like continuous orientation. Using email to communicate. Getting people involved is a challenge. Submitted bylaws to Dean Bingham.

- **Student Senate**

Had a Valentine's day event, funded firefighters trip to Seattle for stairclimb, HBIA funded and going to Chicago in June (HBIA contributes more than 50% of trip), spring social event scheduled for April 11.

### Campus Strategic Planning Follow-up

Met and talked about Strategic Plan, sent out one-pager document compiled by coordination group. Take back to areas, groups, committees, etc. Outcome is that HC seems to be on track, people seem to know what the SP is about and are using it to set up goals. Comments were in line with SP. It is a 10-yr plan, so still in progress. Assessment in preparation for Year Seven Visit with NWCCU.

### ACT Career Preparedness Award

HC received the ACT Career Preparedness Award career and college readiness during the BOR, in running for national award. Starts at state level, each state institution is put into the queue for national award. This was important to the institution, shows HC is doing good things and making a difference in our community/state. Nomination recognized faculty/staff input helping students achieve career readiness. ACT conducted and recorded interviews during the BOR, and those will be part of the national award. If publications and journals open nominations for awards, HC faculty/staff encouraged to bring them forward to discuss going after as a collective institution. Good recognition for community and state. Would like to include this recognition as part of spring luncheon.

### Graduation Update

Elizabeth will contact interpreters. Will use 5 bleachers, Matt working on ramps (if no stage, would have to be on the floor).

### **Fall/Spring Enrollment Dashboards**

Mike compiles all institution reports 4 times a year, a month into and following each semester. Gathering data about enrollment, completion, etc. and summarizing data for leadership, college council, SPA, etc. Looking at doing dashboards, internal and external, help with accountability, embedding some of the dashboards on the website. When comes down to funding, need to have 80% to be made whole to fund budget for next year and to improve every year or lose funding. Info needs to be available to help encourage consistent thinking about how to improve these numbers. Easier to increase if at the low end of scale, becomes more difficult on high end. HC on the high end near saturation point. Mike offered help with data, explaining, analysis. Mike, Elizabeth and Denise will be using this information in RRC.

### **Other Business**

The employee satisfaction survey will go out Thursday morning, will be open for 2 weeks.

### **Old Business**

- Matt will look into adding signs on new bathroom stalls.
- Elizabeth will re-send the performance-based funding PowerPoint to staff/faculty senate presidents.
- Safety committee will discuss recommendations to determine criteria for panic button placement, bring back to next College Council.
- Mary Ann will work with Barb McAlmond and Dean Bingham, research policies and procedures regarding soliciting donations, bring back to next meeting.

### **Deliverables**

- Christian will discuss with SGA to try and improve involvement in Diversity events.
- Della, Elizabeth, Russ, Jeff, and Matt will meet to discuss Airport Campus Food Service and Library locations.
- Safety Committee will meet next week to finalize lockdown procedure.
- Elizabeth will contact interpreters for graduation.
- Matt working on ramps for graduation.