

## COLLEGE COUNCIL

*Minutes*  
*Lecture Hall – 11/15/2016*

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- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Bingham, Daniel                                  | <input type="checkbox"/> <del>Freeman, Amber</del>  | <input checked="" type="checkbox"/> McAlmond, Barb          |
| <input checked="" type="checkbox"/> <del>Block, Jeff</del> Felker, Daphne | <input type="checkbox"/> <del>Henry, Rick</del>     | <input checked="" type="checkbox"/> Nickol, Ben             |
| <input type="checkbox"/> <del>Brown, Michael</del> <i>via skype</i>       | <input checked="" type="checkbox"/> Hickox, Chad    | <input checked="" type="checkbox"/> Richards, Matt          |
| <input checked="" type="checkbox"/> Dellwo, Sarah                         | <input checked="" type="checkbox"/> Johnson, Brenda | <input checked="" type="checkbox"/> Schmidt, Matt           |
| <input type="checkbox"/> <del>Dubbe, Della</del>                          | <input checked="" type="checkbox"/> Kiesling, Robyn | <input checked="" type="checkbox"/> Stearns-Sims, Elizabeth |
| <input type="checkbox"/> <del>Fillner, Russ</del> Zelenak, Maia           |   |   |

**Recorder: Summer Marston**

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Chad began by discussing the intent of College Council, reminded members to ensure that this info is shared throughout the institution, and thanked them for their participation on this important committee.

Committee Updates were sent out in advance of the meeting. Questions / comments were as follows:

### COMMITTEE REPORTS

- **Budget**  
Anyone with a budget needs to do the annual assessment wrap-up; Russ asked everyone to do their assessment reports at the last meeting. Notes/analysis can be entered in the “comments” field at the end of the annual assessment report form.
- **Diversity**  
Should know about Ellen Baumler event by next CC meeting. Jim Darcy elementary was chosen to participate in the Lunar New Year celebration in January due to Amy Kong’s ties to the school. Looking at capacity, we may be able to broaden out to other schools. Display cases will be filled at both Donaldson and Airport campuses. Elizabeth requested herself or Kris Fife be consulted when putting up decorations to ensure ADA compliance.
- **Facilities and Safety**  
Safety committee is meeting next week, will be finalizing many revisions and additions since last year, and will get an updated policy/plan up on the web. Planning to present to Leadership and College Council in December to allow a review period if changes are considered substantial. Looking at how to handle things day to day and maintain continuity in an emergency situation. Matt requested that people send him suggestions/ideas. Also will be discussing next steps for active shooter training at the next safety meeting.
- **Information Technology**  
Will ensure Communications and Marketing will be consulted prior to web changes.
- **Institutional Advancement**  
Barb requested suggestions/ideas for tangible benefits to being HC alumni.
- **Quality Work Life**  
Meeting next week, primary focus is on the holiday luncheon on 12/19. Newsletter should go out in the next few days. Wellness fund discussion on next agenda.
- **Recruitment, Retention, and Completion**  
Reconfiguration is in progress, information to be shared as it becomes available.

#### **FACULTY, STAFF, AND STUDENT SENATE REPORTS**

- **Faculty Senate**

- **Staff Senate**

Looking at having a chili feed at the airport campus, but not sure when.

- **Student Senate**

Winter social will be much like last year's. At the Colonial Radisson; faculty and staff are invited. Met to plan it, will be Friday, 12/2.

#### **POLICIES**

- **300.5 Student Travel (3<sup>rd</sup> review)**

Summer explained that there will be a third review due to some substantial changes—primarily the definition of the distance to be traveled. Policy, checklist, and Appendix 1 all have redline versions to show the changes. Ends Monday 11/21 at the end of the day.

#### **RMAIR CONFERENCE**

Mike Brown was unable to attend. Deferred.

#### **HELENA COLLEGE DAY**

Helena College Day will be Friday, 4/21/2017, at the L&C County fairgrounds. Open to public 10-3. Setup will be Noon-5 on Thursday, 4/20. All staff and faculty are expected to participate, and to be available to help as needed between the hours of 8 and 5 on that Friday. Need to be cleaned up and out by 5:00 pm. HC has no classes that day, but the College is open. The idea behind it stemmed from the Recruitment Committee as a way to showcase HC to the community and the surrounding areas. It will be an opportunity for current students to bring in family to meet instructors, staff, etc. Will showcase student research. All hands on deck event. Barb, Robyn, and Tammy Burke are coordinating to ensure all areas of the college are represented; meeting every three weeks, will be meeting more often later. Matt Schmidt asked to be included in the meetings beginning in January to help coordinate need for Maintenance. Currently planning about 40 tables to include programs, dual enrollment, pathways, SSC, kids' corner with a story area, jaws of life, etc. Each booth will have opportunity to have electricity. Some IT assistance will be required for the PA system, laptops at tables, and TVs for movies and videos. Plan to unveil the Fairgrounds rocket that Welding is refurbishing. Ryan is working with local schools to bus in students. HC will serve lunch to employees; unsure if there will be food available to the public. Need to determine who will stay behind on the campuses to provide coverage; some people may take shifts, cycling between the event at the fairgrounds and their home campus. The campus must remain open and able to serve the community. Chad requested that people share this information with their areas.

#### **ADDITIONAL BUSINESS**

- Bryant first grade students will be at HC on Thursday afternoon to do a craft event.
- November is National Diabetes Month, Native American Heritage Month, Family Literacy Month.
- There will be a student event on starting 11/29 through 12/1 using wax sand to make candles; will be in the Student Center.
- Student Affairs asked people to encourage students to participate in stress free day; request that staff/faculty not eat the snacks provided for the students.
- Ben will follow up with student government to see if a student representative will be able to attend CC.