

**COLLEGE COUNCIL**

**DRAFT** Minutes

Lecture Hall – 11/14/2017

**Attendees:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Baker, Jane                | <input checked="" type="checkbox"/> Fife, Kris        | <input checked="" type="checkbox"/> Sacry, Sandy     |
| <input checked="" type="checkbox"/> Bennett, Josh   | <input type="checkbox"/> Fillner, Russ                | <input type="checkbox"/> <del>Schmidt, Matt</del>    |
| <input type="checkbox"/> <del>Block, Jeff</del>     | <input type="checkbox"/> Hickox, Chad                 | <input type="checkbox"/> Stearns Sims, Elizabeth     |
| <input checked="" type="checkbox"/> Brown, Mike     | <input checked="" type="checkbox"/> Johnson, Brenda   | <input checked="" type="checkbox"/> Steckler, Tammy  |
| <input checked="" type="checkbox"/> Burke, Tammy    | <input checked="" type="checkbox"/> Kiesling, Robyn   | <input checked="" type="checkbox"/> Turner, Patrick  |
| <input checked="" type="checkbox"/> Clinard, Jan    | <input checked="" type="checkbox"/> Kurokawa, Quinn   | <input type="checkbox"/> Wiederhold, Mike            |
| <input checked="" type="checkbox"/> Curtin, Valerie | <input checked="" type="checkbox"/> Lannert, Mary     | <input checked="" type="checkbox"/> Willcockson, Ann |
| <input checked="" type="checkbox"/> Dendinger, Rick | <input checked="" type="checkbox"/> McAlmond, Barb    | <input checked="" type="checkbox"/> Zelenak, Maia    |
| <input checked="" type="checkbox"/> Dellwo, Sarah   | <input checked="" type="checkbox"/> Munn, Nathan      |  |
| <input checked="" type="checkbox"/> Dubbe, Della    | <input checked="" type="checkbox"/> Richards, Matthew |  |

**Recorder:** Summer Marston

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

Nathan motion to review the October 10th minutes since it was mentioned there were errors, Brenda seconded, and the motion passed. The minutes now reflect the following:

- Sent attachment in an email late today of the Enrollment dashboard overview. This shows change over past year and includes highlights and short term 3-5 years trends. Retention was up 2% on campus and up 4% for online. Trades were above for retention. Retention is on a positive trend and DE is not counted in retention. Retentions does include students who go into the MUS system within a one year period. Traditional students retained better than nontraditional. Gen Ed is stable at 1/3 of our students. Trades has lost students 30% over the years.
- Our headcount is 1424 which is just above last year. Headcount is stabilizing. FTE had no major change. 38% of our students are fulltime and 62% are part time. Entering students are down 9% because applications were also down. Online students are 1/3 of our students. Online is doing better since we have put resources into and now that we have full time person. Older part time students are becoming rare. Our students are getting younger even without DE included. Our average age is 27 which has dropped from 29 in 5 years
- DE is up 14 % and in the CTE area it is double. DE is growing rapidly and accounts for 14% of FTE and 1/3 of students, which effects income since tuition is ½ price for them with big push to be free. Most DE students don't come to our college. DE was ½ of our part time students. Performance based funding for DE is tied into our matrix.
- Developmental courses are also on our matrix. This looks at a student who took the developmental course and then if two years later if they have completed gateway math and writing. Will changing our developmental courses change our funding? There are three different levels based on types of campus type.

- It is too early to project but our performance based funding but looks positive. Economics impact our enrollment, but Montana has been pretty stable. Helena has low high school enrollment, but could increase in upcoming years. Will be having enrollment management meetings to use the data.

Nathan motioned to approve the minutes as edited, Barb seconded, and the motion passed.

Review of October 24<sup>th</sup> minutes. Kris motioned to approve the minutes as written, Tammy seconded, and the motion passed.

#### COMMITTEE REPORTS

- **Advising**
- **Budget**
- **Diversity**
- **Institutional Effectiveness**
- **Professional Development**
- **Quality Work Life**
- **Safety**
- **Strategic Planning & Assessment**

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

- **Faculty Senate**

Approved the new policy stating that only 33% of a student's degree has to be completed at Helena College.

- **Staff Senate**

There will be door decorating contest for employees. Each person will have to pay for their supplies. Classroom doors or doors that lead into a main hall way are first come first serve so sign up with Brenda.

- **Student Senate**

Is working on new governing documents.

#### POLICY ITEMS

- None

#### ACTION ITEMS

- None

#### INFORMATION / DISCUSSION ITEMS

- Committee charge and direction from Leadership Meeting
  - We can use our own judgement on what we can do. Leadership is fine with that. No concerns were raised.
- Airport Campus orientation
  - This came about from the conversation we had about busy times on campus. There are 4 orientations total so it was proposed to move 1 orientation on the airport campus. If there is one there it is common that trades students will gravitate to the orientation there. If trades' students don't choose that one they have to go to an orientation here. Roughly 60-100 students would be in attendance. Would like trades students to come to the first day of classes feeling prepared and having been on campus. Should we treat the trades' students as a cohort? The issues was brought up that it seems like it would be a targeted session. If it is targeted we should have a slightly different orientation for the trades' student with just a few key people to get the required things before the semester. It was stated that trades students get a good feel for the Donaldson campus by doing the few things they have to do here when they do them. Faculty like the idea and would be willing to help. Business office feels it would be helpful

and could get someone there. Library agrees that it makes sense. Student representative thinks it would be beneficial. Patrick would like to see how it would be rolled out. Nathan moved to make a recommendation Ann seconded but there was more discussion about planning. It was decided it is not the council's job to plan. Sandy calls for the question. Nathan recommended that orientation committee plan an orientation at the airport for fall enrollment, Ann seconded, and the motion passed.

- Out of office emails

- The question was raised about who brought the emails back since Jane got rid of it. Jane authorized Summer to send out a survey to the campus to gauge the feeling about the emails from the majority of people. The majority either liked the emails and the information, or just didn't like that there was an email every day. Most did not like that it stated if it was leave time or sick time. There were some who did not like the emails at all. Before coming back the sick/leave time was taken off and people could opt out of the emails. There was confusion about the opt out procedure. They thought it was to opt out of relaying they are out to everyone not opting out of just receiving the emails. A lot of people have opted out of the emails already. It was stated that it's not everyone's business if I am out of the office, only my direct supervisor or admin would need to know. The information is helpful for the public. It was proposed that people could contact others in the same office or email and wait for a response. There was a suggestion that faculty need to be included. In previous years the list was used against them inappropriately. There was an informal poll held about if the council was in agreement of having the out of office emails. None in favor of continuing the emails and the rest opposed minus the 5 abstaining. Tammy moved that issue goes back to leadership saying college council is opposed to the emails, Sandy seconded. Matt Richard stated the issues has already been discussed a lot and would like all the information before taking it back. Brenda calls for the question. Motion passed.

- Decorations

- The question was raised about who has authority to authorize it or say they should be taken down. Should it come to College Council or leadership? In College Council there is a wide variety of positions on campus and maybe it should not be a decision but a communication. Leadership can always veto it. It was discussed that we discuss the topic here and then take a recommendation to leadership. Leadership just needs informed what is happening. They might have questions, but will probably be ok with it. There is a policy for displaying public and student work that might be inappropriate, but could give some guidelines. There is also policy 800.4 for people coming onto our campus and wanting to post things. We should look at it so we don't conflict with what it says and what we are wanting to do. Table for next agenda.