

DEAN'S CABINET MINUTES

MONDAY, JULY 24, 2023

CABINET MEMBERS:

- **Sandra Bauman**, Dean/CEO
- **Kelley Turner**, Exec. Director of Operations
- **Stephanie Hunthausen**, Exec. Dir. CTE & DE
- **Valerie Curtin**, Exec. Dir. Compliance/Fin. Aid
- **Jessie Pate**, Dir. IR/Effectiveness
- **Mel Ewing**, CIO
- **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
- **Sarah Dellwo**, Exec. Dir. Enrollment
- **Abigail Rausch** Director of Marketing ...
- **Cari Schwen**, Exec. Director of Retail Services
- **Paige Payne**, Executive Assist. to the Dean/CEO (recorder)

Mastermind Discussion:

Approve Minutes

- Kelley Turner moved to approve the minutes. Jessie Pate seconded the minutes. Approved.

CARE Update

- The Cabinet reviewed the information.

Student Handbook Review (SB) (Code of Conduct)

- A work-study student reviewed the handbook and provided some practical feedback. Sandy will use the feedback to create a “guide to service” webpage.
- The Cabinet reviewed and approved the revised Student Handbook as the Student Code of Conduct. Marketing will create a cover and the document will be uploaded to the webpage.
- Discussion: Currently, a hearing is required for each Title IX complaint. HC relies on UM to conduct the hearing. In the future, Valerie Curtin is expecting that the Title IX requirements will change in the next year and a complaint will not require a hearing every time.

Access to Success (A2S) Update (SB)

- A2S is changing their model. One instructor will be on the HC campus to help any registered Access student to complete their independent study. The A2S instructor will work from the ABE office suites.
- HC gets two classrooms back, DON 008 and 201. Deb Rapaport will use 201 because 106 will not be available in the fall due to construction.
- The office space upstairs will revert back to HC. There are two offices and a large open area. The stairs may be a drawback for some.
- The space will not be available until the spring semester because there is a lot of furniture, filing cabinets, books, and other items that need to be moved out and rearranged.
 - Consider the possibilities.

Parking

- A decision has to be made soon whether to sell the passes for the current amount (\$15) or increase the amount, but OCHE has not responded back whether a parking fee increase has to be approved by BOR.

ID Days Schedule

IDD Schedule 2023	Tuesday August 22	Wednesday August 23	Thursday August 24	Friday August 25
8am - 9am	welcome back breakfast	accreditation - option 1, 8:30-10	Cyber 2-factor authentication train (opt 2)	
9am - 10am	State of Sector presentation		Gen Ed Division	Time for union and senate to meet
10am - 11am				
11am - noon	DON Orientation (faculty lunch 12-1)	Nursing Meeting (lunch with students)	food trucks DON	QWL group games?
12pm - 1pm				
1pm - 2pm				
2pm - 3pm		priority programs meeting	equity/retention training for instructors	
3pm - 4pm			committee rush	
4pm - 5pm	Diversity activity with HIA (optional)	annual plan training	accreditation - option 2, 3:30-5	
all campus				
faculty				
FUN				
orientation				

- Change the *all campus* designation: Dark Green is required attendance. Light green is optional attendance.
- Jessie Pate is not available for option one budget training on Wednesday, August 23.
 - The priority program block for all of the faculty is on Tuesday August 22nd may be switched out with accreditation option 1.
 - Determination: Switch the accreditation option one and priority programs. Nurses can attend the accreditation option 2.
- The presenter for the State of the Sector is not verified yet. Tyler Trevor may be a backup.
- The Helena Indian Alliance activity is optional. Robyn will follow-up with HIA. Jessie will add the session to Vector if it is offered.
- Schedule the breakfast potluck from 8 to 10 a.m. on Tuesday, August 22nd.
- The 2-factor authentication training is required. Two sessions will be offered. The launch date for the 2-factor authentication is September 15.
- Discuss offering a 2-hour equity training for the faculty that is focused on student equity. Sandy will follow-up with the presenter on the cost.
- Committee rush will be organized by the chairs of the committees: ASCR, BMT, QWL, Staff Senate, Wellness, and Professional Development.
- Emily would like to give a summary of a club advisors role to the faculty.
- Annual plan interactive workshop is primarily for new developers and will focus on goal writing. Any developer is welcome to attend.
- Invite food trucks to campus and ask QWL to host games.
- Switch the accreditation option one and priority programs. Nurses will have to attend the accreditation option 2.

St. Peter's Health/Helena Food Share on Campus (KT)

- St. Peter's Health/Helena Food Share offer food preparation and healthy eating sessions via a mobile food cart. Kelley will contact Emily, Director of Student Life, who will organize it for the students and invite the campus to attend.

SEP Review (RK)

- Robyn asked the Cabinet to add comments in the results column in the document titled *SEP Action Plan* by October 15. From there, the Cabinet will discuss the recommendations and feedback to assign actions to the appropriate departments. Sandy will send out periodic reminders to the Cabinet to add their feedback.

Displaying Mission (JP)

- The Cabinet discussed displaying the mission and the four guiding principle titles (Equity, Effectiveness, Impact, and Stewardship) on a poster for each area and/or a decal.
 - Determination:
 - Identify funding, add the mission to the minute templates, design a poster for distribution, and identify locations.

Standard Op Proc. Updates. 1.10, 1.11, & 5.1 (KT)

- Payment Works: Renews every four years not five.
- SOC weekly schedule stays the same.
- Emergency and weekend calls will go to Kelley Turner, John Rutherford, and Tommi Haikka.
- Internet Disruption: Ask Mel Ewing to define the procedure.
- Discussion:
 - Schedule a day to test the lock down buttons before the fall start.
 - Communicate the procedure to the campus at the ID Days.
 - Keep the door locked and barricaded.