

DEAN'S CABINET MINUTES
MONDAY, JULY 31, 2023

Helena College Mission:

Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

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. Office Manager (recorder)

Mastermind Discussion:

Approve Minutes

- Cari Schwen moved to approve the minutes. Stephanie Hunthausen seconded the motion. Approved.

Comments on Update

- IT is purchasing scanners for electronic inventory tracking.

Access to Success Space Planning

- Suggestion: Move IT back to the main level and move John Rutherford back to the upstairs office suites.
 - House a different department or group in DON004.
- Most of the furniture and files in the A2S space belong to the Helena School District
- Community Education Center will move back to its space soon. Tile installation in the hallway is scheduled for September.

Cyber 2-Factor Authentication

- IT is doing a trial run in-house during August.
 - Employees can install an app on their cell phone, or the system will call and provide a code.
 - Information Technology will offer two mandatory 2-Factor Authentication workshops during the ID Days.
 - The 2-factor authentication will be implemented on September 15, 2023.
 - Students will not be required to use the 2-Factor Authentication.
 - The installation of Sentinel One on all HC devices is in progress. Sentinel One monitors all processes on the computers to avoid a shutdown similar to MSU.
 - The authenticator cannot function properly across all affiliates to recognize different platforms. Each platform has a different unique ID. This will be a problem in the future when a universal LMS is installed for the MUS system.

Parking Discussion

- Facilities have a good plan for the dumpsters and parking along the backside of the cosmetology space to free up parking for the salon.
- Handicapped Parking Discussion:
 - There will be five handicapped parking slots on the Donaldson campus. (Only three are required per code.) Two spots are in the front loop of Donaldson and the other three are located close to Door 5 (Nursing), Door 4 (TRIO), and Door 3 (Chemistry). The other spots in the adjacent parking lots will be reverted to regular parking spaces.
- Parking Permit Discussion:
 - The parking permit fee is increased to \$17.50 for students and the second employee permit.
 - The last parking permit increase was in 2014. Currently there are no costs pending for the parking fee pot; however, all parking lot improvements have been deducted from Maintenance, or OCHE grant funds.
 - An employee's first permit is free, the second permit is \$17.50.
 - An HC license plate will substitute for a parking permit and paperwork does not have to be filled out.
 - There will be another increase in parking permits to \$20 next year. Marketing will begin rolling out the future increase in the spring.

ID Days Schedule

- Most of the calendar invites have been emailed out.
- The Indian Alliance diversity training is tentative.
- The Committee Rush is scheduled. Add Safety Committee to the list.
- The faculty will choose their equity retention training.
- The annual plan workshop is optional.

Council for Adult and Experiential Learning (CAEL)

- Each campus has 15 spots for membership to access CAEL emails and resources.
- CAEL helps organizations succeed by providing expertise, resources, and solutions that effectively support adult and experiential learning focusing on credits for prior learning.

Student Life Instagram Account

- A year-long pilot to send out social posts related to student life.
- How is it going to be monitored?
 - Abby will create a policy and Abby and Emily will approve the graphics and content.