

DEAN'S CABINET MINUTES
SEPTEMBER 11, 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)
- **Melanie Heinitz** Executive Assist. Office Manager (recorder)

Note: Cabinet was canceled 8/28/23 & 9/4/23

Mastermind Discussion:

IT & Programming Program Review

- Bryon Steinwand and Bill Hallinan presented the IT/Programing Program Review

Approve 8/21/23 Minutes

- Jessie Pate moved to approve the minutes. Stephanie Hunthausen seconded the motion. The minutes are approved.

Questions on Updates?

- HC is working with OCHE for guidance on the floating holiday coverage for faculty.

SOC Update

- The Cabinet reviewed the SOC Update.

CARE Update

- The Cabinet reviewed the CARE Update.

Door Lock Procedure Discussion

- The classroom doors on both campuses are programed to be unlocked on a schedule. If there is an emergency or disruptive students, there is not clear understanding or procedure how an instructor or staff member locks the door for safety reasons.
 - The doors can be locked through the PDK system or the shutdown button, but not everyone has access.
 - Best practice is to call 911.
 - IT is working on programing the door pad to lock a door with a double swipe. Mel will report on the progress.
 - There are flip tools on the doors to allow the door to be opened if a door is locked, but more training and discussion is needed if the Cabinet decides to adjust the lock/unlock schedule.

- The conversation will be continued.

Multi-Factor Authentication

- Multi-factor authentication goes live on Friday, September 15. IT will provide a reminder and instructions to the campus by email before Friday.

ID Day Recap

- Feedback: The ID Day schedule was intense and it was difficult for staff to participate and keep up with their current work.
 - Consider continuing to offer the mandatory training to faculty and staff during ID Days, and offer additional mandatory trainings to the staff in the summer or later after start of the semester.
 - Next year, shorten the club rush hours and days, and clearly explain the purpose of the club rush.
 - Schedule time for breaks and travel between meetings and locations.

Helena College / Carroll College Celebration (SB)

- Plan a celebration in the spring in the Student Center.
- Funding: Dean's Discretionary Fund.

AI Continued Discussion (VC)

- Robyn and Mel are moving forward to create a workgroup to discuss AI.

Foundation Board Members (SB)

- The Foundation created a job description for a board member. Send board member recommendations to Abby Rausch and Sandy Bauman.
- HC will provide a list of the current advisory board members to the Foundation to recruit new members.

DCAC (SB)

- Consider the best format for DCAC.
- The topic will be added to the next agenda.

FAFSA Changes (VC)

- The extensive changes to FAFSA affect advisors, enrollment, TRIO, parents, and counselors.
- Financial Aid will offer FAFSA workshops in November.
 - Set a day and time after talking to Sarah Dellwo in Enrollment.
 - Suggestion: Offer more than one workshop. One for advisors/enrollment and one for the general population.

Prioritize Software System Implementation (SD and SB)

- The new LMS Canvas will impact the implementation.
- HC would like to start in Canvas in 2024 because the Moodle software contract ends in 2023.
- Add to the next agenda.

Canva and Other Platforms/Software for Institutional Use (RK)

- There are requests for Canva licenses on campus.
 - IT and Marketing would partner as administrators to manage Canva users.
 - Cost Management:
 - Determine how much the subscription will cost and how it will be split.

- Before additional software can be purchased, the product goes through a UM accessibility and software review and possibly procurement.
- Abby will look at the subscription for an institutional license and report back to Cabinet.

Requests for Classroom Visits from Non-Partisan (i.e., Forward Montana) Groups (RK)

- Guidelines will be messaged out to the whole campus.

Open Forum Assignments and Dates

- Ask the campus for topics.
- Dates: Sept. Oct. Nov. Jan, Feb. March.