

DEAN'S CABINET MINUTES
OCTOBER 23, 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
- **Melanie Heinitz**, Executive Assistant & Office Manager (recorder)

Mastermind Discussion:

- **Approve Minutes:**
 - Sarah made a motion to accept the minutes of October 16, 2023, as amended, and Valerie seconded the motion. All in favor, none opposed, none abstained: motion carried.
- **Questions on Updates:** None
- **SOC Update:** None
- **CARE Updates:** Need from Emily
- **SEP:**
 - Robyn will load files and areas to add notes.
- **Canva update:**
 - Survey coming
- **Leave Policies Report:**
 - The Commissions Office noted to be consistent. When traveling for a funeral use annual leave for travel days, the sick leave for the day of the funeral.
 - Directors should not feel obligated if it is inconvenient for the college to approve a day off as the needs of the college need to come first.
 - Communicate about excess leave as a department. The supervisor and employee will be notified by UM and a plan should be made to use excess leave by March 31. Employees under five years go into excess leave when over 240 hours of annual leave have been accrued.
- **Floating Holiday policy released**
 - Kelley created a document and the procedure has been established. It will be posted on the HR webpage and sent out to all employees from Sandy.
 - The leave form will be revised by Sandy with added verbiage about how faculty will be covering classes.
- **LRBP / Capital Projects:**
 - Kelley is meeting with Jamilah Smith about the Capital Art House Project. HC will need to ask for a whole building as they will not fund a remodel.

- The following items are still on the docket: Health and Wellness Building. Sandy will check on removing the Health and Wellness Building. Additional projects: Cold Storage, Fire Tower, and Security Upgrade for APC and Donaldson campuses.
- Sandy will check if there is a benefit or consequences in removing items that are no longer needed. Items need to be on the list for many years to get funding. An annual plan for the cabinet will be Capital Projects.
- **Cyber event and campus presence**
 - Same-day reporting to the Department of Education. There is an online option as needed. Sarah and Stephanie will stay on campuses and watch online, so Amy Kong will not need to be SOC. Robyn will contact Amy. The rest of the Cabinet will travel to Missoula together.
- **QPR training:**
 - Emily would like to do QPR Training with the Cabinet, possibly during the semester break. She also wants to train with the Directors and possibly the front-line employees. The length of the training time will need to be found out.
- **FA Data Security & Sharing Resources**
 - New acts from Congress. FAFSA Data/Institutional Student Information Report Data (ISIR), National Student Loan Database System (NSLDS), Award Data, and FTI new security.
 - You must have written approval to share information with another department. Personally, Identifiable Information (PII) removal of PII.
 - No student information on your desktop or on your electronic files.
 - The Privacy Act prohibits federal agencies from disclosing records from their systems without written consent unless it is for statistical research or reporting purposes and is not individually identifiable.
 - Gramm-Leach-Bliley Act (GLBA) effective June 9, 2023. Ensure the security and confidentiality of student information. Protect against anticipated threats or hazards to the security or integrity of information.
 - Dual authentication to access secure information. Reduce risk! Clean Desk / Clean Screen. Secure data!
 - Per Federal Tax Information (FTI) Val will not be able to report who has filled out FAFSA. Starting 2024-2025 data will not be shared without consent.
 - Written consent must be maintained for 3 years from the date of the student's last date of attendance.
 - The Data Sharing Decision Tree requires changes to Advising, TRIO, and Montana 10.
 - Any data breach must be recorded on the same day. A form will need to be created to assist. A Student Services meeting would be a good location to share this new information.
- **Software and SaaS Procurement**
 - Software purchases have gotten more complex. Now all purchases must flow through GrizMart and be checked for accessibility.
 - All fees and subscriptions must be run through GrizMart. Adopting software will take six months to convert. Nothing can be purchased outside of GrizMart.
 - No services on ProCard.
 - Information needed for new software purchase: Contact person, URL in a document, description of the need, intended time frame. The renewals are faster and easier. These changes will help with paperless process.
- **Gracious Spaces Options:**
 - Gathering together with the Directors team (DCAC). December or January training time for 2-3 hours. Send out calendar invites for the DCAC Team for the January meeting. Melanie will check the feedback in the file and remind those who have not responded with their non-negotiable days.

Oct. 23 to Oct. 29	Abigail Rausch	406-465-9214
Oct. 30 to Nov. 5	Robyn Kiesling	406-438-1402
Nov. 6 to Nov. 12	Valerie Curtin	406-438-0066
Nov. 13 to Nov. 19	Sarah Dellwo	559-978-1603
Nov. 20 to Nov. 26	Abigail Rausch	406-465-9214
Nov. 27 to Dec. 3	Stephanie Hunthausen	208-305-1042
Dec.4 to Dec. 10	Jessie Pate	307-630-1253
Dec. 11 to Dec. 17	Kelley Turner	617-446-3691
Dec. 18 to Dec. 24	Cari Schwen	406-422-8366
Dec. 25 to Dec. 31	Robyn Kiesling	406-438-1402
Jan.1 to Jan. 7	Valerie Curtin	406-438-0066

- **Updated SOC:**
- **NWCCU Standards Review: 1.D.1, 1.C.4, 1.C.8 - Deferred**