



DEAN'S CABINET MINUTES
JANUARY 29, 2024

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:

- **Strategic Discussion (8:30-9:00) – Budget training continued**
 - Comparing revenues: Grants and fees, unrestricted and restricted. Breakdown by labor in categories for the budget.
 - The Current unrestricted makes up 83% of our personnel budget. The total personnel budget is going to be 7.7 million and that is about 54% of our combined overall budget. This includes the 1.5 million in Plant for cosmetology.
 - Restricted grants: NEH, TRIO, the federal part of the SBDC.
 - Expenses \$14 million for this year, and we have already spent \$8 million. This is normal to be over half at this time.
 - Actual student waivers for last year were just under \$48,000.
 - Jason Grimmis will be visiting at the next Cabinet meeting. Sandy will send out his job description to assist the cabinet in understanding Jason's position.
- **Approve Minutes from 01/22/2024**
 - Kelley made a motion to accept the minutes as amended, and Stephanie seconded the motion. All in favor, none opposed, none abstained: motion carried.
- **Questions on Updates:** None
- **SOC Update:** None
- **CARE Updates:** None
- **AI Innovation Symposium at UM Jan 16 Report**
 - EAB was focused on determining as a whole corporation the focus of high education. Using chat, GPT when asking a question might reveal sensitive information that could be a risk to our institution. The UM professor from Missoula College presented a more engaging conversation on how AI has impacted everything over the last year. Copilot



previously was Bing Chat and Microsoft made a sales pitch during their presentation. Purchasing the Microsoft package would be one hundred and eight grand a year for the very minimum, but it does integrate all into the Optics Office products.

- Take away from the presentation: If we are not teaching our students how to use artificial intelligence, we are doing them a disservice and we will be left behind and will become irrelevant. This is an equity initiative.
- The affiliation level will have different work groups meeting for recommendations.
- Using Professional Development money for the upcoming year with a focus on AI as a recommendation.
- Ideas: Brown bag lunch to begin a series of AI presentations. Mel would do the first one. Integrate the classified staff into the series through Staff Senate.
- **OCHE Policy Revisions:**
 - Presented at the CAO meeting if you have any feedback or concerns it will be an item on next week's agenda.
 - Course Format might need a slight adjustment
 - Proposed changes in policy 940.3 new line-item language.
 - Cari will research Student Government, Health Service, and Wellness fees.
- **Discussion on Director of Community Education Center Position:**
 - Programs within this position: CDL, and Motorcycle Business.
 - Writing the job position so it is more specific on the connection with Helena College management. It is a Self-sustaining program, and it's an integral part of the work at Helena College. Specific integration verbiage will be added noting it is a supporting department and an essential position.
- **Work Studies:** A federal allocation of seven percent must be used for community-based positions or HC could lose all work studies dollars. No work-study person has worked for America Reads in three years; we were given a waiver this year. Financial Aid will offer a waiver to incentivize a work-study for America Reads.
- **NWCCU Standards Review:** Standard 1A has our mission statement, our education purposes, and our commitment to student learning and achievement. Adjustments discussed on adding career wording into the narrative.