HELENA COLLEGE
UNIVERSITY OF MONTANA

DEAN'S CABINET MINUTES
MARCH 18, 2024

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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.

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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 Fiscal Services
- ☒ **Melanie Heinitz,** Executive Assistant & Office Manager (recorder)

Mastermind Discussion:

- **Strategy Time: Discuss LLH NAPR**
  - Della reported on the Library Learning Hub program, and Sandy took notes on the review.
- **Approve Minutes: 3.11.24**
  - Val made a motion to accept the minutes as amended, and Kelley seconded the motion. All in favor, none opposed, none abstained: motion carried.
- **Questions on Updates:**
  - OTA Role Description added to Teams files
  - Children on-campus training reminder
- **SOC Update:**
  - SOC Update: A student reported children climbing on a temporary storage unit on the East side of DON.
  - SOC Kelley and Jessie switched weeks as SOC.
- **CARE Updates:**
  - 2 new cases last week. One is for a mental health check, and the other is more of a classroom management/communication issue.
- **BOR Reporting:**
  - Kate Duran is assisting with the hangar lease work.
  - UM is updating its student code of conduct. HC will need to align with UM's as we use the same Title 9.
  - Affiliates shared licenses review: UM has been using Cayuse for years. It talks to Banner and would be great for managing Grants within TRIO and Perkins.
  - Pre-meetings at BOR: campus exchanging once a year per department and moving around to all campuses. Sharing professional development ideas and inviting all the affiliations to participate.
  - Academics: AI how are we going to work it into our curriculum? How advisory councils are using AI in the industry?

- HC is acquiring Copilot. Evaluate how a smaller campus can benefit. Mel will share his paper on AI with the Cabinet.
- From CAO – the federal regulations around disclosures to students for licensure requirements are changing. Jessie will attend the Q&A
- Helena College will be receiving 100% of our performance-based funding.
- Affiliate: Shutting off direct pay. Everything will require GrizMart for purchasing. All spending must be routed through GrizMart.
- **River Party date suggestions: Aug 10th Saturday.**