

## DEAN'S CAMPUS ADVISORY COUNCIL MINUTES

MONDAY, FEBRUARY 5, 2024

First Monday of the month from 2:00 to 3:00 p.m.

DON 131

MEMBERS:

<ul style="list-style-type: none"> <li>• <b>Sandra Bauman</b>, Dean/CEO</li> <li>• <b>Kelley Turner</b>, Exec. Dir. Of Operations</li> <li>• <b>Cari Schwen</b>, Exec. Dir. Fiscal Services</li> <li>• <b>Valerie Curtin</b>, Exec. Dir. Compliance/Fin. Aid</li> <li>• <b>Jessie Pate</b>, Dir. IR/Effectiveness</li> <li>• <b>Abigail Rausch</b>, Director of Marketing</li> <li>• <b>Robyn Kiesling</b>, Exec. Dir. Gen Ed &amp; Transfer</li> <li>• <b>Sarah Dellwo</b>, Exec. Dir. Enrollment</li> <li>• <b>Della Dubbe</b>, Dir. Library Learning Hub</li> <li>• <input type="checkbox"/> <del>Ann Willcockson</del>, Dir. TRIO &amp; Retention</li> <li>• <input type="checkbox"/> <del>John Rutherford</del>, Dir. Of Facilities &amp; Maint.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Stephanie Hunthausen</b>, Exec. Dir. CTE/DE</li> <li>• <input type="checkbox"/> <del>Paul Nicholson</del>, Fac. Senate Pres.</li> <li>• <b>Beau Howard</b>, Staff Senate President</li> <li>• <input type="checkbox"/> <del>Vacant</del>, Director CEC</li> <li>• <input type="checkbox"/> <del>Josh Bennett</del>, Director of SBDC</li> <li>• <b>Seth Roby</b>, Gen. Ed. Art Instructor</li> <li>• <b>Amy Kong</b>, Dir. eLearning &amp; Faculty Dev.</li> <li>• <b>Debra Rapaport</b>, Director of Nursing</li> <li>• <b>Emily Schuff</b>, Director of Student Life</li> <li>• <b>Mel Ewing</b>, CIO</li> <li>• <b>Melanie Heinitz</b>, Exec. Asst. &amp; Office Manager (Recorder)</li> </ul>
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**2024 January Mtg. DISC & Gracious Spaces Presentation: no minutes**

### Mastermind Discussion:

- **Approve Minutes from December 5, 2023**  
Kelley made a motion to accept the minutes as read, and Beau seconded the motion. All in favor, none opposed, none abstained: motion carried.
- **Questions on Updates**
  - Starting April 15<sup>th</sup> Amy Kong's position is going to be a shared position with Western. Sophia Romanic will report to Amy.
  - New hire for Financial Aid - Feb. 26<sup>th</sup> Carie Kelly will start at HC
  - Dan Miller has returned to HC maintenance
  - Helena College hosting Carroll College on Feb. 26, from 4-6:00 p.m. Tour the salon and connect the faculty to continue the academic collaboration.
  - Strategic Plan Posters are still available
  - Moving a printer, and shredder that was stored. Moving DON 117. Paper storage is needed for large orders.
- **Welcome Jason! (SB)**
- **MUSSA Update (BH)**
  - Staff Senate for the UM system. Two Concerns: UM – same job different pay scale. Equal pay among all affiliates - MUS hire pay scale, A Living Wage Calculator. Meeting with Regents monthly.
  - 2<sup>nd</sup> Remote Work Policy: Decision up to the department heads.
- **New Outlook (DD)**

- Della using it in her office, but it not showing up on the front desk. It will eventually be mandatory access because Microsoft will quit supporting the older version with Teams.
- Copilot: 30.00 per person per month. Not affordable currently. Use Bing.com you can use Copilot for free.
- **Budget prep (CS)**
  - Budget: FY25 historical revenue budgets out. Directors will be given these. Operating budgets are different from personal budgets, known fixed costs, and operating budgets (think about department needs for FY25) A 4% tuition increase will go into effect in FY25. Maintenance Budget: It will give a Maintenance budget outside of fixed costs. Draft needed, final before the faculty is off-campus. Cari shared a great perspective on determining what comes out of facilities versus what would maybe come from a program: If you pick the building up, and you turn it upside down and shake it, what falls out would be the program, and what sticks are facilities.
  - Work with directors on what costs for programs. Revenue Estimate Formulas: earned divided by tuition rate.
  - Development of Lists that need replaced/shored up – Template coming