DEAN’S CABINET AGENDA  
WEDNESDAY, AUGUST 26, 2020  
Virtual Meeting

CABINET MEMBERS:
- ☒ Sandra Bauman, Acting Dean/CEO
- ☒ Tammy Burke, Exec. Dir. CTE
- ☒ Valerie Curtin, Exec. Dir. Compliance/Fin. Aid
- ☒ Jessie Pate, Dir. IR/Effectiveness
- ☒ Donna Breitbart, Director of Marketing & Communication
- ☒ Robyn Kiesling, Exec. Dir. Gen Ed & Transfer
- ☒ Sarah Dellwo, Exec. Dir. Enrollment
- ☒ Mike Hausler, Director of IT Services
- ☒ Michael Reid, Asst. Dean of Admin Affairs
- ☒ Paige Payne, Executive Assistant to the Dean/CEO (recorder)
- ☒ Susan Briggs, Consultant
- ☒ Mike Hausler, Consultant
- ☐ Terrie Iverson, Consultant

Reads:
Wellness Policy Rewrite
8/19/2020 Minutes approved. Change Title IX to IV.

Mastermind Discussion

CFO, Michael Reid Update (SB)
- Michael Reid officially starts on September 1, 2020. MOU signed today.

Re-keying Exterior Doors (John Rutherford)
- Proposal – Re-key the exterior doors of both campuses.
- John Rutherford, Sandy Bauman, Mike Hausler, and Tommi Haikka will possess the grand master key to unlock the doors to both campuses.
- This move is essential to reduce liability and ensure access to both campuses in the event that the power is out.
- Directors will have a master key to open respective campus doors.
- All other employees have electronic access during campus hours. The alarms trip after hours.
- IT is able to pull a report of who enters the buildings using electronic access.
- Currently the Dean approves all key requests.
- Donaldson Hours: M-F, 7 a.m. to 9:30 p.m. SAT, 8 a.m. to 4:30 p.m. Airport Campus: M-F 6 a.m. to 6 p.m.
- Determination: The re-keying of the exterior buildings approved to move forward.
- **ACTION:** Mike Hausler, John Rutherford, and Mike Reid will meet to propose a key, safety, and security policy for the issuing and duplicating keys.

Policy Review (SB)
- Joint Directors are asked to review 500.1, 600.13, and 600.14 and send comments by September 8, 2020
- The Wellness policy needs a name. Review and send comments to Dean. **ACTION: Discuss at next meeting.**
- Edits to Policy 100.1 Draft will be emailed to Joint Directors for comment.
  - Added to Policy Definition: *Departmental policies shall not contravene Helena College Policies.*
  - Added to Step 2: *that does not contravene any current Helena College Policies.*
  - Step 10 Added: *Procedural changes shall be sent by the policy administrator for approval to the Dean’s Cabinet. No further steps are necessary as this qualifies as a minor or routine change to ensure the quintessence of the policy as well as enable the efficiency and effectiveness of operational processes.*
Each interim policy shall include only a “Policy Statement” and will automatically be rescinded within 90 days six months of its adoption unless action is taken to extend its interim status or begin the process to move it through the new policy development procedures outlined in this policy.

Winter Term Decision (SB)
- Create schedule, find instructors, course threshold, dates of term, and limitations of length in order to tie it to spring.
- Create an MOU specifying pay scale similar to summer semester as an addendum to the CBA.
- The suggested amount charged for courses is $125/credit fee.
- Tuition is tied to spring semester.
- Dual Enrollment students are exempt from fees.
- Online courses only. Schedule/calendar is in progress.
- Winter Term is from December 7, 2020 to January 6, 2021.
- Financial Aid can help with the $125 per credit.
- **ACTION:** Group to focus on the details, Robyn K, Valerie C, Sarah D, Cari S. Keep Donna, Mike Hausler, and advisors in the loop. Analyze the cost after the term.
- **ACTION:** Add the winter term to the calendar to the catalog. (PP)

Annual Plan Decision (JP)
- The Cabinet recommends the following: The campus will focus on SG 3, Build Community Engagement and Partnerships. Helena College needs to build community partnerships to build new programs, aid recruitment, and increase enrollment.
- Strategic goals, SG 5.3, 5.4, 2.3, and 2.2, will be emphasized per unit/department.
- Next year, campus will be ready to concentrate on SG 4 Model and foster equity, inclusion, and cultural competency. The DI committee will propose a Diversity, Inclusion, and Equity action plan and the campus will have a year to complete Diversity and Inclusion professional development.
- The IDEA committee will meet and determine path.
- New plans open September 9, 2020. Jessie Pate will make a recommendation about a due date.

Supervisor on Call (RK)
- Create an on-call calendar to assure there is a supervisor on campus for major decisions, facilitation, or in case of an emergency.
- **ACTION:** The Dean’s Office will create a rotation calendar and propose a process to the Cabinet at the next meeting.

Bookstore (SB)
- MBS approved by the Commissioner’s Office. Book system will be up by spring. $2000 in scholarships. 10% on sales. 5% on rentals and 2% on digital sales. They will buy inventory if they can sell it.
- Cherise will be working on Mondays to help with closeout and ordering after Monday August 31, 2020.
- Amanda Zigan will cover bookstore from 10 a.m. to 12:30 p.m. Limited hours.
- No change at the APC bookstore.
- Sandy will announce changes to the campus.

Face Shields (RK)
- CTE, Gen Ed, and Nursing will make a CARES request for a better quality faculty face shields.