Mastermind Discussion

Questions/Comments on Area Updates:
- Trades received the HAAS Grant in the amount of $10,000.
- Highlight in our communication to the outside community that HC was able to retain more students this fall and fewer were on probation compared to other years.

Approve Minutes from 11/18/2020
- Minutes approved.

State of the College Forum Evaluation
- Positive feedback.
- Michael Reid’s introduction to the campus was important.
- Most of the questions centered on enrollment and the budget.

Electronic Door Access (MR)
- Commissioners Office initiated the push to add electronic access to all of the doors at HC. (At a minimum the exterior doors)
- $168,000 granted from MUS to complete the project.
- On Donaldson, doors with equipment and labs are priority, then down the line. Most doors at the Airport are electronic, but other doors may be upgraded.
- One fob for all, but access will be assigned per door.

Policy Review Process:
- Sandy compared HC policies to UM’s. The policies specific to HC were created because UM did not have an equivalent policy.
Policy review process recommendations:

1. Policy 800.1 states in absence of policy, Helena College will follow UM policy. The current language in Policy 800.1 needs to be updated. Step 9 of Policy 100.1 allows the update. See ADDENDUM.

2. Remove the language in our existing policies so they are in line with UM – we appear to only have (and should only have) policy when missing from UM. Step 9 of Policy 100.1 allows the update. Replace current language with:
   - In circumstances where no official campus policy is in place, Helena College University of Montana will follow policy of The University of Montana to the extent it agrees with Helena College established procedures. Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations and with Board of Regents’ policies and procedures.

3. Assign our policies to a Cabinet member. The assigned person/division owns policy and is responsible for ensuring review over the next 9 months (prior to AY 2021-22 start) and responsible for ensuring the assigned policy is reviewed on cycle to keep current.

4. Cabinet will create a checklist/guiding question document for a consistent review of the assigned policy.

5. The Dean’s Office will update the links in all current policies.

Policy Spreadsheet

- Sandy created a spreadsheet of the current policies that details the last reviewed date and other details. There are not a lot of places where HC had a policy and UM had the same policy. Review the spreadsheet and make comments at the next meeting on Dec. 30th.
- When a policy has been reviewed, add the topic to the agenda for Cabinet review.

Policy 300.3 (Diversity)

- Policy 300.3 was posted for 15 working days for campus review. There were no comments or suggestions. The final draft will be posted for campus review for 5 working days. If there are no comments, the policy will be finalized and signed.
- Policy 300.3 is posted for campus review as of 12/17/2020 on the Policy Webpage.

Graduation Speaker

- Graduation ceremony is not decided. Looking at an alternate plan.
- Currently planning a recorded message from the Dean, selected student speaker, and selected graduation speaker.
- Sandy asked the Cabinet to put forward names for a speaker.
- The Cabinet will give the students a list of five to choose from.
- What topic would be meaningful this year? Healthcare or community services.
  - CEO of St. Pete’s or a graduated nursing student
  - Food Share Director
  - Intermountain Children’s Home Director
  - Shodair Director
  - Seth Bodnar, UM President
  - Brock Tessman, Deputy Commissioner
  - Beate Galda – HC graduate and donor
  - Dick Anderson Construction
  - Mary Hollow – Prickly Pear Land Trust
UPDATES

COVID:
The MUS will keep their guidelines for COVID despite what the new governor changes. Expectations that the infection rate will increase instead of decrease.

Sixteen furniture pods ordered with mitigation funds:
Six pods will be installed in the SC, four in quiet study, six in the LLH. The current oak carrels in the library will be moved to DON122.

Airport campus construction:
The floor is polished concrete with the HC logo in the middle. The cabinets are a bright orange and the rest of the furniture is gray/black and darker gray.

ADDENDUM TO 12/16/2020 MINUTES

Policy 100.1

Step 9: Minor or Routine Changes
Minor or routine changes to policy or changes mandated by state or federal law or the Board of Regents may be made by the policy administrator with guidance from the policy author or Dean’s Cabinet. Minor or routine changes include items such as updating a title, reference, law, or organizational name listed in a policy, changes required by law or regulation, or correction of typographical errors.

Updates to Policy 800.1:

POLICY 800.1 STATEMENT:
In circumstances where no official or an outdated campus policy is in place, Helena College University of Montana will follow policy of The University of Montana-Missoula to the extent it agrees with Helena College established procedures.

Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations; and with Board of Regents’ policies and procedures; and with The University of Montana’s policies and procedures.

PROCEDURES:

I. PURPOSE
a) The purpose of this policy is to ensure that in instances where Helena College has not officially established or updated a policy, Helena College will adhere to policy established by UM-Missoula.

II. LOCATION OF ESTABLISHED POLICY
a) Helena College policies are available at:
   http://umhelena.edu/campus_facilities/policiesprocedures/default.aspx
   http://helenacollege.edu/campus_facilities/policiesprocedures/default.aspx
b) The University of Montana-Missoula policies are available at: http://www.umt.edu/Policies/
   http://www.umt.edu/policies/

Policy 800.1 language updated and revised policy signed by Sandy on 12/17/2020. Policy will be posted to website.