Reads:
- CARES CRRSAF Funds Request Form pdf.
- Winter Giving Basket Event Flyer
- *Free Speech on Campus* – Chapter 5. Please start to read the chapter to discuss the topic at a future meeting.

Mastermind Discussion

Questions/Comments on area updates?
- None

Approve Minutes from 1/26/2020
- Change form to forum. Tammy B., moves to approve the minutes. Donna B., seconded the minutes.
- Minutes approved with changes.

*Free Speech on Campus* Chapter
- Please read for a future discussion.
- The individual, institutional, and/or system have liability if speech is restricted on a campus.
- TV’s on campus will announce only HC events and news.
- Two bulletin boards on Donaldson and one on APC are designated to public announcements.
- The other bulletin boards on campus are assigned to a specific use.
- Marketing is not dictating what is put up on the walls and bulletin boards. If the poster or announcement is dated, the flyer can be taken down after the stamped date.
- Any announcement can be taken down.
- UM is revising the HC Facilities Use policy to be aligned to the UM policy.
Cabinet Winter Basket Participation (SB)
- Great Outdoors & S’mores Basket
  - Photos, S’mores ingredients, and camping equipment theme.
  - Sign up list in Teams with date to bring in goods.
  - Each person contributes.
- Other ideas
  - Cooking Basket
  - Self-Care Basket
  - Coffee Basket
  - Planting Flower Garden Basket

CRRSAAA Form & Finalized Procedure to approve requests. (MR)
- The commitment limit is under $5000 instead of the original 10K because any purchase over 5K has to be bid out through procurement.
- A list of the Cabinet members will be added to the form.
- The Dean’s Executive Assistant will route the request to the BO (under 5K) or to BMT.
- A line will be added with the heading of “Other Mitigation”. The request has to tie back to mitigating risk. The new index will be added to the form when it is created.
- Mike will report out the balances at each Cabinet and/or BMT meeting.
- February 23rd is the next formal BMT meeting for reviews.
- After the form is finalized it will be posted on the Business Office’s webpage under forms.

Academic Equipment from Nursing CARES Request
- 30K remote delivery request for OB clinicals. OB clinicals are cancelled and the nursing department need birthing manikins. Request will be emailed to BMT for approval.

Calendar Discussion (SB)
- The overall calendar choice of the faculty and administrators was Option Three that allowed HC to have a winter term.
- The fall calendar is approved to move forward, but spring is on hold and cannot be published.
- MUS is going to give more guidelines for scheduling spring semester and has asked each college to send acceptable bands of date ranges for fall and spring semesters. The four-year schools and two-year schools will have different considerations.
- HC will survey the students to get their perspective about the calendar and the winter term.
- Start of spring will dictate the fall date.

HB 102 Gun Legislation:
- Language was added to the bill to allow the Montana University System until June 2021 to implement the procedures and protocol.
- Internally, it will be easy to get the information out, but the public may not be aware of the June start date for campuses.
- Hire onsite public security.
• Offer de-escalation training.

**House Bill 252 Montana Comeback Trades Education and Training Act**

• $2000 tax credit for employer-paid education of trade professions.
• All trades except Aviation are eligible.
• How can it be used to HC advantage?

**SB 110**

• Insurance for state employees.
• The state’s claims fund will cover the cost of the first two months of employees insurance in the effort to lower the claim fund balance.

**Doors**

• Doors were locked again yesterday at 5 p.m. When Sandy met with John Rutherford, the doors were scheduled to be unlocked until 8:30 p.m.

**Update: Helena College Hours of Operations**

**Donaldson:**

Monday through Thursday – 7 a.m. to 9:30 pm. Doors lock at 7:00 pm, but campus is open until 9:30 pm.
Friday: 7 a.m. to 6:00 p.m. Doors lock at 6:00 pm, campus is open until 6:00 pm.
Saturday: 8 a.m. to 4 p.m.
Sunday: Building closed.

**APC**

Monday through Friday: 6 a.m. to 6 p.m. Doors lock at 6:00 pm. Campus is open until 9:30 pm
Saturday & Sunday: Closed to public. Some courses scheduled on Saturday.