

DEAN'S CAMPUS ADVISORY COUNCIL MEETING

WEDNESDAY, MARCH 22, 2023

Virtual Meeting Every Fourth Wednesday at 1:30 to 3 p.m.

MEMBERS:

- **Sandra Bauman**, Dean/CEO
- **Kelley Turner**, Exec. Dir. Of Operations
- **Cari Schwen**, Exec. Dir. Fiscal Services
- **Valerie Curtin**, Exec. Dir. Compliance/Fin. Aid
- **Jessie Pate**, Dir. IR/Effectiveness
- **Abigail Rausch**, Director of Marketing, Communication, and Alumni Relations
- **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
- **Sarah Dellwo**, Exec. Dir. Enrollment
- **Stephanie Hunthausen**, Exec. Dir. CTE/DE
- **Paul Nicholson**, Fac. Senate Pres.
- **Kyra Merchen**, Staff Senate President
- **Ryan Loomis**, Director CEC, SBDC
- **Debra Rapaport**, Director of Nursing
- **Emily Schuff**, Director of Student Life
- **Mel Ewing**, CIO
- **Paige Payne**, Exec. Asst. to the Dean/CEO (recorder)

Mastermind Discussion

(Guests: Cyrus Cannon, ASHC Senate, Beau Howard, Staff Senate President Elect)

Approve Minutes

- Approved unanimously.

Nursing Presentation (DR)

- Highlights
 - DON107: Foundations Skills Lab, DON108: Smart Room and OB Pediatric Lab, DON109: Dedicated Simulation Room, DON112: Nursing Office & Faculty Space
 - Community Partnerships: Various Helena area medical centers, Deer Lodge Medical, MT State Prison, Elkhorn Health & Rehabilitation, Billings Clinic in Townsend, Bitterroot Health, Hamilton VA, LTC in Stevensville, Stevensville Public schools, Ivy in Deer Lodge, and Granite Count Medical Center in Phillipsburg
 - LPN Program was established in 2017. LPNs are able to apply to the HC's RN program upon completion.
 - The ASRN Program connects to articulation agreements. NCLEX pass rate for 2022 is 96.43%.

Discuss Printing Procedures (ME):

- What is our campus-wide printing procedures and how can HC reduce the amount of printing on campus to lower the cost of paper, ink cartridges, and service repairs?
 - Toshiba printers are failing.
 - Move to paperless procedures and footprint.
 - UM uses BOX, but it is expensive.
 - IT is going to work with the Business Office to create a repository for POs and other paperwork to allow the campus to submit paperwork electronically.
 - There is an archive drive for document storage. IT will purchase more scanners if there is a demand.

- Financial Aid is interested.
- It is up to each department to name and document the folders and files.
- ASHC Archiving
 - ASHC decided to go paperless.
 - Aubrey archived/scanned 20 years of information.
 - Bylaws & policies have been archived also.
 - The archives are stored on a USB drive and will be reviewed, then stored on MS Teams or OneDrive.

Last Chance Radio Station (SB)

- Supports public radio in the area who is seeking a partnership and a space at HC.
- They would like to create content to broadcast on the three NPR stations in the state.

FAFSA Applications (VC)

- The 24-25 FASFA simplification act has created a myriad of problems. The FASFA will not be ready until December instead of October.
- The application itself will be easier for the user.