HELENA COLLEGE
UNIVERSITY OF MONTANA

DEAN'S CAMPUS ADVISORY COUNCIL MINUTES

TUESDAY, NOVEMBER 7, 2023
The first Tuesday of the month from 8:30 to 9:30 a.m.
DON 132
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
- ☐ ~~**Robyn Kiesling,** Exec. Dir. Gen Ed & Transfer~~
- ☐ ~~**Sarah Dellwo,** Exec. Dir. Enrollment~~
- ☒ **Della Dubbe,** Dir. Library Learning Hub
- ☒ **Ann Willcockson,** Dir. TRIO & Retention
- ☐ ~~**John Rutherford,** Dir. Facilities & Maint.~~

- ☐ ~~**Stephanie Hunthausen,** Exec. Dir. CTE/DE~~
- ☐ ~~**Paul Nicholson,** Fac. Senate Pres.~~
- ☒ **Beau Howard,** Staff Senate President
- ☒ **Ryan Loomis,** Director CEC, SBDC
- ☒ **Seth Roby,** Fac. Senate Pres Elect
- ☒ **Amy Kong,** Dir. eLearning & Faculty Dev.
- ☒ **Debra Rapaport,** Director of Nursing
- ☐ ~~**Emily Schuff,** Director of Student Life~~
- ☒ **Mel Ewing,** CIO
- ☒ **Melanie Heinitz**, Exec. Asst. & Office Manager (Recorder)

Mastermind Discussion:

Approve Minutes Kelley made a motion to accept the minutes as read, and Valerie seconded the motion. All in favor, none opposed, none abstained: motion carried.

- **Questions on Updates?**
  o Safety Smart Funds: Limit the amount of Safety Smart funds per item. After the maximum amount is reached per item, the departments would need to provide the rest of the funding for the needs of the employee.
  o Software/Hardware subscriptions: Cybersecurity issues have created a new reviewing process. All requests will route through a vetting system that UM has created. Student software must be reviewed for accessibility. Faculty will be reminded in the Faculty Senate of this issue. They will need to review all subscriptions used for their courses. There is a list of approved software that is posted on the UM site. If you do not have an invoice for the purchase, start with the information and a PO so the approval has additional time to process. IT must manage all hardware purchases. A Representative contact and a PO for every request for the license must be turned in to the Business Office. If UM uses the program, it shortens the process.
- **DISC Discussion - plan for January with Jen Hensley**
  o The DCAC team will bring their DISC assessments to review. Date: January 4, 2024. Three-hour meeting from 9 a.m. to 12:00 noon. (Melissa Mousel will begin attending President-Elect with the Staff Senate.)
- **Spring 2024 Meetings**
  o Monthly meetings starting in February 2024: First Monday 2:00-3:00 p.m., in person.
- **Accessibility Workgroup proposed plan for 508 compliance process:**
  o Electronic accessibility deals with web pages instructional materials, media, software, hardware, and procurement. Cascade accessibility is a great tool to test accessibility. The committee wants to work with the faculty to create a template for academic plans. Ann, Robyn, Amy, Jelena Kalderon, and Kasandra Reddington are currently on the committee. A one-page guide to the basics of accessibility was requested. The Slide Drawer Navigation or hamburger icon (consisting of three stacked horizontal lines that indicate the presence and location of a hidden menu) will be removed as it is hidden and not accessible. Jessie, Valerie, Abby, Sandy, Sarah, and Mel are the hamburger menu team.

- **Community Engagement Strategic Goal:**
  - Effective in spring 2022, one of the struggles is the *Impact Strategic Goal*. Goal 1 is a meaningful goal is needed. We need to set a target goal, so we can meet the goal. A work group would be helpful to move this forward to know what to track, and how to track progress.
    - Community is vague in the mission statement
    - Workforce and Industry: career fairs, panels, advisory boards, Handshake
    - Education: counselor update, Financial Aid high school visits, Bryant
    - Social: many services, community resource fairs, food pantry, Student Life, Thursdays at HC, Library Services, HC Showcase, Community boards, Clinicals, Internship, Salon, Festival of Tree, Job Shadowing, donated space for community use on campus, space to rent
  - Clarify if groups must pay for the usage of space on campus! A possible partnership between Jessie and Abby by adding a survey on a form.
- **Campus Support Live Chat usage:**
  - Only the library is using the Live Chat tool, but no one is manning the Live Chat program for the entire college. The library is the only area using this service, and no other department is interested in continuing. Della reported all libraries have a live chat. Research on the costs for the library-only chat needed. Della will work with Mel.
- **Microsoft Bookings in the Directory (or elsewhere):**
  - Discussion on Bookings being added to the Directory instead of our email. Wondering if there is a downside to adding a booking link to our directory. Determined it would be confusing and lead to a lot of "spam" meetings. Better to leave email signatures. Departments may choose to also list on their webpage.