

DEAN'S CAMPUS ADVISORY COUNCIL MINUTES

April 1, 2024, from 2:00 to 3:00 p.m.

DON 131

MEMBERS:

<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Sandra Bauman, Dean/CEO • <input checked="" type="checkbox"/> Kelley Turner, Exec. Dir. Of Operations • <input checked="" type="checkbox"/> Cari Schwen, Exec. Dir. Fiscal Services • <input type="checkbox"/> Valerie Curtin, Exec. Dir. Compliance/Fin. Aid • <input checked="" type="checkbox"/> Jessie Pate, Dir. IR/Effectiveness • <input checked="" type="checkbox"/> Abigail Rausch, Director of Marketing • <input checked="" type="checkbox"/> Robyn Kiesling, Exec. Dir. Gen Ed & Transfer • <input checked="" type="checkbox"/> Sarah Dellwo, Exec. Dir. Enrollment • <input checked="" type="checkbox"/> Della Dubbe, Dir. Library Learning Hub • <input checked="" type="checkbox"/> Ann Willcockson, Dir. TRIO & Retention • <input type="checkbox"/> John Rutherford, Dir. Of Facilities & Maint. 	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Stephanie Hunthausen, Exec. Dir. CTE/DE • <input type="checkbox"/> Paul Nicholson, Fac. Senate Pres. • <input type="checkbox"/> Beau Howard, Staff Senate President • <input checked="" type="checkbox"/> Jeri Bucy, Director CEC • <input checked="" type="checkbox"/> Jason Grimmis, Director of Crisis & Emergency Management/UM Affiliate • <input checked="" type="checkbox"/> Seth Roby, Gen. Ed. Art Instructor • <input type="checkbox"/> Amy Kong, Dir. eLearning & Faculty Dev. • <input checked="" type="checkbox"/> Debra Rapaport, Director of Nursing • <input type="checkbox"/> Vacant, Director of Student Life • <input checked="" type="checkbox"/> Mel Ewing, CIO/UM Affiliate • <input checked="" type="checkbox"/> Melanie Heinitz, Exec. Asst. & Office Manager (Recorder)
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Mastermind Discussion:

- **Introductions of the DCAC Team to Jeri Bucy**
- **Approve Minutes** Mel made a motion to accept the minutes as read, and Seth seconded the motion. All in favor, none opposed, none abstained: motion carried.
- **Questions on Updates**
 - Campus Store is moving ahead on the contract with Follett for the campus store management.
 - Paint Booth: John is sending a letter as the contractor was a no-show.
 - Jessie is awaiting meeting notices for the NWCCU visit next week. She will email all parties as she receives the information.
- **Advanced Accessibility Checker on Canvas:** Deferred
- **Accessibility of the HC website:** Canvas has an accessible checker built in. Coursework and the website have both made process.
- **Institutional Commitment for the 2025-2030 TRIO Grant:** Work has begun for the 2025-2030 TRIO Grant. The needs section needs to be the strongest in the grant. Ann has updated the charts that will be sent with the grant request. The grant will be sent this summer. Ann will post the Institutional Commitment Spreadsheet in Teams. 85% of the grant pays for staff. MT 10 is funded until 2026. TRIO is funded until 2025. Grant aid could be offered to students who complete the FAFSA. State and Federal dollars cannot be combined.
- **QWL Trash Mob April 9 & Classified Staff Time:** This affects classified staff only. A director could cover for their staff to allow for this service. DCAC discussed and agreed that "classified staff can use up to 30 minutes of work time with supervisor approval" for the trash cleanup on the 9th. That's the statement that will need to be added to the flyer and any email or communication that is shared with the campus. DCAC also wants to thank the committee for organizing this event!
Gloves and trash bags will be provided for those who would like to pick up garbage.
- **(More) Procurement Changes:** Most purchases must now route through GrizMart. All tangibles must be purchased with a ProCard. Only one account code per vendor. Software purchases take six to eight weeks to clear. There are countries that the university system is not allowed to purchase from.

- **VPN in some countries:** Spyware can be installed when VPN access is activated. It is a violation of the University system to use their VPN access in China and some other countries. Employees will need to check prior to travel for any violations they might encounter.
- **Get ready for FYE:** FY 2025 is open in the – **June travel check**
- **April 24, Backpacks for Elementary Students Service Project, 4:00-5:00 p.m.:** This was designed to be a student activity, but staff members have volunteered too. A crew of 15 to 20 people are needed.
- **Crisis & Emergency Management:** Jason is working on emergency plans for Helena College with back-up roles.
- **Holter Museum:** HC Capstone Exhibition at the Holter, Friday April 5th, from 5-8:00 p.m.