

DEAN'S CABINET MINUTES
SEPTEMBER 25, 2023

Helena College Mission:

Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

CABINET MEMBERS:

- **Sandra Bauman**, Dean/CEO
- **Kelley Turner**, Exec. Director of Operations
- **Stephanie Hunthausen**, Exec. Dir. CTE & DE
- **Valerie Curtin**, Exec. Dir. Compliance/Fin. Aid
- **Jessie Pate**, Dir. IR/Effectiveness
- **Mel Ewing**, CIO
- **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
- **Sarah Dellwo**, Exec. Dir. Enrollment
- **Abigail Rausch** Director of Marketing ...
- **Cari Schwen**, Exec. Director of Retail Services
- **Melanie Heinitz**, Executive Assistant & Office Manager (recorder)

Mastermind Discussion:

Approve Minutes

- Kelley made a motion to approve the minutes as read, and Sarah 2nd the motion. Approved

Questions on Updates:

- OCHE will use the one-time-only funding provided by the state to fund the Canvas license for the next three years. HC has volunteered to be the first to implement the LMS because our contract with Moodle is running out this summer and we would greatly benefit from getting the new one going before that expires. We will not be getting our performance-based funding back in the form of a new project this year. All performance-based funding is going to be kept by OCHE to help fund 1-2 Free and Montana 10.
- Banner update this weekend – five-day period without access.
- Cyber Tabletop in Missoula, October 26, 2023. Eight individuals will be traveling for the training.
- BOR: Flowing Holiday can be used right away. Additional clarification will be coming soon.
- Budget committee work plan: The commissioner's office is figuring out the funding.
- The campus has completed 52% of the Cyber Security Training. Mary Twardos will get the report and send out reminders.

SOC Update:

- Power Outage at Donaldson on Friday for two hours. The Airport Campus could not lock the doors; however, Donaldson's doors were locked. Wi-Fi access was lost on both campuses, and the wall phones were down in the classrooms.

CARE Update:

- The meeting was canceled during the power outage.

Gracious Spaces training:

- Gracious Spaces training is available and discussion occurred on when to use it. DCAC is getting a new formation and possible training with the DCAC group going forward.

NWCCU Standards Review: 1.B.3, 1.D.4, and 1.C.6:

- The Cabinet will review a few standards each week: 1) Develop a rubric from the review. 2) Timeline for improvements. 3) Planning long-term, and reviewing lower scoring standards.

- Reviewing the accreditation session feedback. The IDEA committee ranked our standards based on the feedback. The Cabinet started by looking over the lowest three but only got through two. The first one was on planning and we discussed the need for the Cabinet to have an annual plan and more planning days. Also making changes to the Budget and DCAC to increase the participation in those areas. The second one was about the institutional competencies and how people know about them. There is a need for the campus to know on a larger scale to discuss the institutional competencies. There is confusion on the staff side and there is not a full-scale report or a place where they are easily accessible. Stephanie, Robyn, and Jessie will meet to brainstorm ideas on where these need to be and how to share the information. Add regularly to the Monday Morning Memo.

Professional & Faculty Excellence Award:

- Committee set-up from past recipients. A reminder will be sent to the faculty.
- Add information to MMM from Robyn

December State of the College Date:

- Time: 8:30-10:00 a.m., Date: Monday, December 18, 2023, Donaldson Campus Lecture Hall and Teams.

Halloween costumes:

- Barbie Movie Theme

SoupFest:

- Pumpkin Spice Gift Basket Theme