

DEAN'S CABINET MINUTES
OCTOBER 2, 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**
 - Jessie made a motion to approve the minutes as written, and Val seconded the motion. Approved.
- **Questions on Updates?**
 - Financial Aid Update tuition and fees: The update will include Sarah's updates.
 - Sustainability and Energy Consumption Report: Solar Panels report from Kelley.
- **SOC Update:** none
- **CARE Update: Not behavior, need risk to campus, and need for students**
 - No new referrals
 - Establishing inner and middle CARE team members, establishing two meetings. Meet with Sarah to discuss this further.
 - Risk to campus (suicidal, homicidal, elevated retention risk)
 - Retention risk (housing, food, basic needs)
 - **Working toward basic needs/student resources:**
 - 1) Student Life is hosting a campus resource and wellbeing fair: on 10/10 & 11/2023 (Donaldson and Airport campuses)
 - -Vendor RSVPs not finalized, but this is to bring support services onto campus (5 right now, HIA/Native Connections, Helena Habitat for Humanity, Childcare Connections, Lewis and Clark Public Health)
 - 2) Exploring the 211 resources and a Montana-specific "[Bright](#)" app to replace "thriving campus" MUS COVID funding, which ends this calendar year (tool to find a counselor)
 - 3) Applying for the "Swipe out Hunger" grant (up to \$6,000.00 for direct support and capacity building)
 - 4) SNAP application assistance training for Emily and Ren Cole-Hartz, Peer Educator
 - 5) Met with MT Campus Compact food insecurity group
 - 6) Researching grants/commercial programs to gain access to free feminine hygiene products for Helena College
 - 6) Researching MT Food Bank Network partnership
 - 7) Drafting NALOXONE policy for storage and training at Helena College
 - 8) Completing NALOXONE training through HIA

- **Motorcycle training program**
 - State law allocates money for motorcycle training. MSUN is not central, and the number of trainings is low. Helena is central and could do day training. The commission office is moving five hundred thousand to Helena College, so the training is more central.
 - Storage of the motorcycles discussed. MOU must be complete by January 1, 2024. CEC has the structure in place. All military personnel need the training. The state will provide all the training and testing funding.
- **NWCCU Standards Review: 1.D**
 - Lowest scoring criteria:
 - Student achievement indicators
 - Disaggregated by different populations
 - Compared to regional and national peers
 - Widely published
 - Used in decision-making and planning
 - Process transparent and published
- **Delinquent cyber training reminders**
 - Kelley will send the list to the Directors who have employees on the list. If problems getting into Vector arise, send individuals to Jessie, Amy Kong, or Mary Twardos. The FEPA and ADA set up a separate assignment to get on a three-year rotation. The cyber-security is worthwhile and meets all state levels for compliance.
- **Canva update (AR) - Deferred**
- **SoupFest – Pumpkin Spice Gift Basket Theme**
 - **Items Donated: Baking Dish, Pumpkin, Wooden Sign, Cookies, Coffee, Socks, Tea, Twinkies, and Candy all themed with pumpkin spice.**