DEAN'S CABINET MINUTES
JANUARY 29, 2024

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:

- **Strategic Discussion (8:30-9:00) – Budget training continued**
  - Comparing revenues: Grants and fees, unrestricted and restricted. Breakdown by labor in categories for the budget.
  - The Current unrestricted makes up 83% of our personnel budget. The total personnel budget is going to be 7.7 million and that is about 54% of our combined overall budget. This includes the 1.5 million in Plant for cosmetology.
  - Restricted grants: NEH, TRIO, the federal part of the SBDC.
  - Expenses $14 million for this year, and we have already spent $8 million. This is normal to be over half at this time.
  - Actual student waivers for last year were just under $48,000.
  - Jason Grimmis will be visiting at the next Cabinet meeting. Sandy will send out his job description to assist the cabinet in understanding Jason's position.

- **Approve Minutes from 01/22/2024**
  - Kelley made a motion to accept the minutes as amended, and Stephanie seconded the motion. All in favor, none opposed, none abstained: motion carried.

- **Questions on Updates:** None
- **SOC Update:** None
- **CARE Updates:** None
- **AI Innovation Symposium at UM Jan 16 Report**
  - EAB was focused on determining as a whole corporation the focus of high education. Using chat, GPT when asking a question might reveal sensitive information that could be a risk to our institution. The UM professor from Missoula College presented a more engaging conversation on how AI has impacted everything over the last year. Copilot
previously was Bing Chat and Microsoft made a sales pitch during their presentation. Purchasing the Microsoft package would be one hundred and eight grand a year for the very minimum, but it does integrate all into the Optics Office products.

- Take away from the presentation: If we are not teaching our students how to use artificial intelligence, we are doing them a disservice and we will be left behind and will become irrelevant. This is an equity initiative.
- The affiliation level will have different work groups meeting for recommendations.
- Using Professional Development money for the upcoming year with a focus on AI as a recommendation.
- Ideas: Brown bag lunch to begin a series of AI presentations. Mel would do the first one. Integrate the classified staff into the series through Staff Senate.

- **OCHE Policy Revisions:**
  - Presented at the CAO meeting if you have any feedback or concerns it will be an item on next week's agenda.
    - Course Format might need a slight adjustment
    - Proposed changes in policy 940.3 new line-item language.
    - Cari will research Student Government, Health Service, and Wellness fees.

- **Discussion on Director of Community Education Center Position:**
  - Programs within this position: CDL, and Motorcycle Business.
  - Writing the job position so it is more specific on the connection with Helena College management. It is a Self-sustaining program, and it’s an integral part of the work at Helena College. Specific integration verbiage will be added noting it is a supporting department and an essential position.

- **Work Studies:** A federal allocation of seven percent must be used for community-based positions or HC could lose all work studies dollars. No work-study person has worked for America Reads in three years; we were given a waiver this year. Financial Aid will offer a waiver to incentivize a work-study for America Reads.

- **NWCCU Standards Review:** Standard 1A has our mission statement, our education purposes, and our commitment to student learning and achievement. Adjustments discussed on adding career wording into the narrative.