

DEAN'S CABINET MINUTES
MAY 20, 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 Fiscal Services
- **Melanie Heinitz**, Executive Assistant & Office Manager (recorder)

Mastermind Discussion:

- **Strategy Time: (8:30-9:00)**
 - Jeri Bucy will be at the Cabinet on 6.3.2024 to present a combination of directional paths.
 - The CDL course fee can increase only with the BOR approval. Fee Tables and BOR compliance will need to be reviewed.
 - Maintenance and facility security discussed, formalizing a facility use contract, and knowing the hours of maintenance service would be helpful. A space and time committee might be created.
 - Advertise the usage of the college space on the college website. Space needs will be reviewed and will be discussed at the June 4th meeting.
 - Ideas for generating funds and increasing enrollment: Review the cost rate to add a 10% increase and focus on profitability to run a program. Working on moving programs from non-credit to credit.
- **Review Minutes:** post in the morning on 5.21.2024, so the cabinet can adjust as needed throughout the day.
- **Questions on Updates:**
 - A form is needed to grant Follett access keys on the campus as they are an outside entity.
 - Independent email on using GrizMart will be sent by the Business Office, budget and signing authority will now need an account for approving purchases.
 - Minors on Campus work continuing with UM.
- **SOC Update:** None
- **CARE Updates:** None
- **Upcoming professional licensure regulations**
 - NC-SARA (National Council for Stat Authorization Reciprocity Agreements)
 - Licensed to do business in a state (state authorization), OCHE has already joined NC-SARA. HC needs to create a process based on what state students live in. An online course where the student has been formally accepted into a program. One online class in their first semester requires notification.
 - A process is needed for noting a student's physical location.
 - A 14-day notice if a student leaves the state is needed to notify the student whether their program has licensure procedures accredited in the state where they are living.
 - Questions to consider: If it is an elective, has the student been accepted into a licensure program?
 - Who is going to be responsible for the record-keeping of this regulation? Bookmark is going to assist with this process. Cosmetology is not in Bookmark.

- Nursing and cosmetology administrative assistant or director
- Focus on the WUE states
- This information must be listed on the college website
- A local address box to check on the program acceptance form could be added.
- Only Title 4 Programs will need this process.
- Title 4 Aid requires a living location listed currently.
- List online that Montana has professional licensure for each program.
- **UM Professionals for IDD days:** Have been spoken to about coming to train. Each presentation will be three hours. A brief summary will be requested for each presentation, so the cabinet can choose the best training for the audience.
- **Stop the Bleed & CPR:** might be offered during IDD Days. This will be discussed at the 6.4.2024 meeting.
- **Lactation room suggestions:** Temporary room through the summer with the possible use of the student life office, and the purchasing of a pod for the Airport Campus.
- **No meeting next week – holiday 5.27.2024**