

DEAN'S CABINET MINUTES
AUGUST 26, 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:

- **Strategy Time: (3:30-4:15) KPI Discussion**
 - **Finish Effectiveness:**
 - **EF-5 Institutional Competencies Peer Comparisons** – discussion
 - **EF-6 Completion of Non-Credit Credentials:** Comparison with CMA and Phlebotomy from CEC: 97 exams resulting in 91 certifications being awarded.
 - **Start Stewardship:**
 - Jessie requested professional development funding allotted per department and the amount spent per department.
 - 88 percent of employees recorded at least one event in Vector last AY.
 - This does not account for the mandatory HR training completed.
- **Review Minutes:** 8.19.24
- **Questions on Updates:** None
- **SOC Update:** None
- **CARE Updates:** None
- **CCSSE Administration Spring 2025:**
 - Discussions on options and response rates
 - Register by October 31.
 - The cost estimate is based on the college enrolling fewer than 1,500 students in Fall 2024
 - Option to administer survey in-class but using students' devices, with add-on (no charge) for online-only students
 - Jessie will speak with CCSSE on best option for our situation (mix of synchronous/asynchronous attendance)
 - Add Canvas pop-up announcement
 - Cabinet agrees to use the standard add-on question set: Accessibility
- **Canva Licenses:**
 - Employees are requesting licenses. Access to Canva per department: Decide as an institution if this is part of the package we want to offer HC employees.
 - A team includes 25 members
 - Some licenses are currently being used by staff
 - Abby will contact UM on the cost and the newest information

- **Policy 100.1: (SB) Review verbiage:** *Upon further reflection, no procedure change may be necessary. The procedure says the draft policy goes to Joint Directors for review. It does not specify in-person meetings so that email notification would meet the requirement. Agree?*
 - Procedures do not need to change; joint directors' verbiage needs to be changed to DCAC or edits to include director and senate presidents and ASHC
- **Finalize the first draft of Policy 100.5 – Deferred**
- **Mid-October date for tabletop exercise emergency response:** *We need to pick a date when we can all spend a day in EOP training. Pick a day in October, not October 23.*
 - Training will be all Dean's Cabinet, Jason, Safety Committee Chair, and two law enforcement officers
 - September 30, 2024, chosen for the exercise.
- **Encouraging attendance at de-escalation training 9/19/2024:**
 - The training is filled up. It will be on the APC campus.