

DEAN'S CABINET MINUTES
OCTOBER 7, 2024 (SEPT. 30 CABINET CANCELED)

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
- **Paige Payne**, Executive Assistant (recorder)

Mastermind Discussion:

- **Strategy Time: (3:30-4:15) Seth Roby, Faculty Senate**
 - **Fac. Senate Goals/Conversation:**
 - The Faculty Senate is working on a bylaw structure.
 - The HVAC remodel and displacement disrupted the sense of community at HC. To reverse the trend, the Faculty Senate is working with the Staff Senate to plan events throughout the year where the community can come together and create cohesiveness. A good example was the potluck breakfast and other events during the fall ID days.
 - The current number of credits for a BA/BS is 120 credits. BOR is considering dropping the number of credits to 90. Some of the faculty had a negative reaction to the proposal.
 - Sandy Bauman shared the Cabinet's annual goals.
 - Review and understand HC KPI's and goals.
 - Develop an institutional planning cycle for the college.
 - Review and make improvements to the committee process and documentation.
 - Stephanie relayed that when Perkins funds a faculty member, they will be required to log an hour-by-hour synopsis which is difficult if the instructor is on salary.
 - IT would like to remind the faculty to check the link before clicking on it and to contact IT if they are experiencing technical problems.
 - Enrollment & IT
 - The faculty should be aware of three major implementations headed HC's way.
 - Banner is moving to the cloud.
 - *Degreeworks* tracks a student's path to graduation. It plans and audits the courses to degree status and can auto-award the degree. It is funded by a grant through OCHE.
 - *Courseleaf* will move the catalog from a PDF posted on our website to an online version. The input will take 9 months.
 - Cari Schwen and the Business Office would like to enhance the finance/academic relationship with the faculty. Faculty are looking for transparency, understanding, and trust. What type of budget and finance data does the faculty need to create transparency, understanding and trust?

- Some employees are moving back to their original offices this week, which opens the move for other employees and faculty. Facilities hope to have the move completed before the holiday break.

- **Review Minutes from September 23, 2024.**
 - Post Wednesday
- **Questions on Updates?**
 - Stephanie Hunthausen is going to attend the Quantum Strategies conference, which is a new IT-related technology that has infinite computation.
 - The Healthcare Prospects event invites high school students to HC on October 22, 2024, to learn about healthcare careers. In conjunction with the event, there is a nursing career fair in the afternoon for high school and college students. During the career fair, the Lewis & Clark Public Health Department will offer influenza and COVID-19 vaccinations.
- **SOC Update: None**
- **CARE Updates: Reviewed**
- **Organize the Cabinet MS Team Files & Folders (SB)**
 - The SOC schedule, planning spreadsheet, current agenda, and minutes will be visible as single documents. The other documents will be moved into their specific folders.
- **Organizational Chart Review (AR)**
 - Abby Rausch is editing the chart but still needs information from two departments. Printed copies of the draft will be provided at the next Cabinet meeting.
- **Perkins Retreat Recap (SH)**
 - Sprint degrees are not as successful as hoped. Younger students are choosing the sprint degree path but are not mature enough as students to be successful.
 - In the past, the HC Perkins data report card was not shared because IDEA's data was more conclusive. Stephanie Hunthausen will begin to share it.
 - The report shows if the program is above or below its goals in retention, completion, and gender splits in the trades. HC looks good in retention and completion but lower in gender splits which comes down to recruitment.
 - The group attending the Perkins Retreat requested that the report start to show yearly trends.
 - Other institutions find that graduation fees are a barrier to a student graduating. HC has had a graduation fee as part of the orientation/ID card fee since AY21. It has had a positive effect on students applying for graduation. *Degreeworks* will encourage graduation also.
 - Stephanie is planning on using available Perkins funds to recruit middle school students in the future.
 - Changes:
 - If a position is funded by the Perkins grant, the time and effort (T/E) reporting requires hourly descriptions on the timecard, creating a lot of paperwork. The T/E timesheets will be included in the report. The changes will affect two employees currently funded through Perkins. As mentioned above, it is difficult to log hourly tasks when an instructor is on salary. Stephanie asked if it is worth it to fund a salary through Perkins.
 - Perkins will begin to send a representative to audit the major equipment. All equipment purchased through Perkins must be tagged as capital equipment and records kept up to date.
- **Discuss Remodel Options for DON 103 (KT)**
 - The budget to remodel the faculty bullpen is \$35K. The cost of the drawings came in at \$1300 which is less than expected.
 - The funds will be drawn out of the maintenance reserve fund.
 - The data lines will be relocated behind the wall.

- The break room will be expanded into the bullpen space.
- Flooring will be delayed due to cost.
- A non-carpet hard surface will be installed in the kitchen area.
- The unused space will be earmarked for future offices and expansion.
- Contracts will be approved by Deana (UM) since the estimated cost is under 35K.
- Sandy met with the staff senate, and they were positive about the break room expansion.
- January is the completion target date.