

DEAN'S CABINET MINUTES
NOVEMBER 4, 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
- **Paige Payne**, Executive Assistant (recorder)

Mastermind Discussion:

Strategy Time: (3:30-4:15) Fee discussion (CS)

Spreadsheets in the Budget Snapshot Folder

- OTA will have a new fee. New fees do not go through the fee request cycle.
- Online learning fee pot is losing money. An increase will be requested.
- A 16K bond was paid off in May 2024 which was paid by the Academic Facility Fee Pot.
- If the account code starts with a "5" indicates it is revenue.
- The TEAS and academic placement test share a fund but have separate indexes. The fund has a negative balance because a salary was drawn from it.
- The academic equipment fee pot can cover software if tied to equipment.
- If a college has a long-range plan, it can keep 5% of unrestricted funds for future repair and replacement.
- The following fee pots need attention: IT, LLH, ASHC, Plant, Parking/Access, and Online Learning.
 - Future replacement & repair items:
 - Doors, alarm system, elevator service, and other maintenance.
 - Parking lot resurfacing.
- ASHC can ask for a fee increase at any time.
- ID and Graduation Fee Pot
 - The ID card fee pot covers 2 salaries.
 - Consider replacing the ID card printers.
 - Consider decreasing the graduation fee and ID card fee.
- The cost of Banner will increase substantially. The \$250K increase will be covered out of reserves or appropriations.
- HC mandatory fees increased by \$12.53 during the last cycle. This year the increase is only \$12.80. Cari Schwen will try to get the online course fee transferred to the technology 2.0 fee to make room for additional fee increases.
- A tuition fee increase is possible but unlikely.
- Fee requests are due Dec. 10 to the business office and due to MUS in March 2025.

The minutes from 10/28/24 will be posted to the website on Wednesday.

Questions on Updates: Add the website developer to the next agenda.

SOC Update: Reviewed.

CARE Updates: None

Organizational Chart & Inventory of the Committees and Councils (AR & SB)

- Moving forward with committee/group review and bylaw creation:
 - Each Cabinet member will take one group to walk through the exercise of creating a mission and drafting bylaws. These documents don't have to be final, just draft documents for the Cabinet's review during the planning half-day over the semester break. Jessie Pate is going to send out some information about mission statements to define the difference between a mission statement and the missions/purpose of the group.
 - Group assignments:
 - Cari – BMT
 - Robyn – Accessibility
 - Kelley – Safety
 - Mel – Technology Steering Committee
 - Jessie – IDEA
 - Sarah – Student Services
 - Abby – QWL
 - Val – Financial Aid appeals
 - Sandy will provide two drafts from the exercise she led with the DCAC and Academic Leaders committees as reference.

Discuss AI group on campus (SB)

- Mel Ewing is willing to be the identified person in charge of AI to facilitate the plan for the college faculty and staff for proper usage and guidance. Mel leads an AI task force at UMW. The Cabinet is invited to join the AI meeting at UMW on Dec. 4.
- The first step is to schedule a Lunch n Learn to discuss AI campus-wide.
 - The history of AI and where it is going.
 - AI's usefulness in business and education.
 - The pitfalls and dangers of using AI.
 - Q & A session.
 - Add the session to Vector to log attendance.
- December 12, 2024, noon to 1 p.m. in DON 125.

Plan for State of the College (SOTC) (SB)

- The SOTC is scheduled for December 16, 2024, from 8:30 a.m. to 10:30 p.m.
- Send a calendar invite to the campus soon.
- Add topics to the document in the MS team file.

Additional Camera in Cosmetology (VC)

- In the back area by the laundry is blind.

- The camera costs between \$600 to \$800 plus a licensing fee.
- Discuss with Dawn Anderson and seek her approval of the purchase using the salon auxiliary index.

Planning Calendar Template (SB)

- Track major activities by month to create the planning master calendar.

Postings around campus (CS)

- The random flyers on the walls will be taken down and placed on bulletin boards.
- One of the bulletin boards is designated as a community bulletin board. Only students can remove the community bulletin board posters or flyers as per the MUS free speech policy.
 - Katelynn and Sarah will identify where more boards are needed on both campuses over the break.
 - Post the bulletin board guidelines, including when the posters will be purged.
- Our facility use policy is for room rentals and does not address bulletin boards and a free speech policy. The Cabinet will determine if a new policy needs to be written or continue to use UM policy instead of its own.

Camera(s) in the DON Student Center (RK)

- The Cabinet discussed adding a Smartboard or something comparable in the DON Student Center to expand the ability to bring in external viewers and participants when HC hosts panels and events.
- Mel Ewing and Robyn Kiesling will meet to discuss the possibilities.