

DEAN'S CABINET MINUTES
NOVEMBER 18, 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:

Minutes will be posted on Wednesday.

Questions on Updates?

- The Cabinet discussed the APC replace and repair needs. They will be sent to the Budget Management Team for discussion.
 - The APC air compressors need regulators and permanent distribution lines.
 - Welding filters need to be replaced. The cost is less than 5K. The Welding fee pot is the funding source.
 - The CO2 hoses/reels need to be replaced in automotive. Kelley is working with Jason to determine if just the hoses need to be replaced or the whole reel system. The cost estimate was 21K to replace eight systems.
 - The Diesel program has various lifts that failed safety testing because they do not have load rating plates or testing certifications.
- Budget:
 - UM accounting/IT is asking for software requests a year in advance. It is difficult to predict the future need.
 - There is a 32.2 M increase in biennium funding. The increase excludes the pay plan until it is passed by the legislature.
 - 1,2, Free did not pass the governor's budget. MUS is trying to make it part of our base.
 - HC did not receive any long-range replacement monies.

SOC Update: Nothing to report.

CARE Updates: No new cases

- **State of the College Topics (JP)**
 - The breakfast potluck is scheduled from 7:30 to 8:30 a.m. in the Student Center.
 - The order of the State of the College was finalized.
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- **Bodnar Itinerary (JP)**
 - During lunch on Dec. 5th, President Bodnar would like everyone to speak to this question: “How do we make sure HC is better because of the affiliation? Not just the pain points that need to be eased, but also opportunities.”
 - Positives: UM Cloud, Architect from UM to plan the remodel, 1098 fee process, UM alumni joint events, UM paramedic program, and HC Fire & Emergency Services expansion model.
 - Add to the next agenda again to explore ideas for the future.

- **Date for Cabinet planning day in January (JP)**
 - Schedule the planning session in the morning and attend a pottery event at the Holter for a creative team bonding experience.
 - Best dates: Dec. 17, 18, or 19 depending on Sandy’s, Robyn’s, and Valerie’s schedule and if the Holter is available.
 - Decide on the location - DON or APC

- **Change in GrizMart Workflow (CS)**
 - There is a streamlined workflow in place.
 - Going forward, if the purchase is under \$2500 the cart will be assigned to the budget supervisor. If it is over \$2500, the cart will be assigned to the supervisor and automatically route to Beau and Cari.
 - Unless it is service-related, use a ProCard.

- **Popup events through the Campus Store and Vacation Schedule (CS)**
 - The week after Dec. 30 the store is closed. Students can place book orders online and pick them up after Jan. 3, 2025.
 - Follett would like to vendor pop-ups in the Student Center. For example, in March, a vendor will showcase diploma frames and announcements.
 - The Cabinet would like the Campus Store to give advance notice. The best days in the spring are Tuesday and Thursday between noon to 1:30 p.m.

- **Discuss and Establish a Space Allocation Group/Committee (KT):**
 - “The University College Space Utilization Committee (USUC) is responsible for ensuring the optimal allocation and efficient use of campus spaces . . .”
 - Collect seat and classroom usage data. Use the data to use both campuses to its maximum goodness.
 - Jessie Pate, Cari Schwen, Marika Adamek, and an APC member are possible members.