HELENA COLLEGE
UNIVERSITY OF MONTANA

DEAN'S CABINET MINUTES
NOVEMBER 25, 2024

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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.

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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:

11/18/24 Minutes will be posted on Wednesday

Website Accessibility Project (ME)
- There is a discussion about sharing an affiliate website designer with MT Tech, and that person would be involved in making sure our website is accessible.

Managed Print Proposal (ME)
- The Cabinet discussed the Fischer Technology proposal and contract. The contract is for 5 years. Bids are not necessary under the cooperative language under UM.
  - The proposal reduces the number of printers on campus with larger printers placed in central locations. The printers are managed by Fischer Technology. HC would not own the printers.
  - The contract does not include energy and paper costs.
  - The contract covers replacing the ink cartridges, service calls, and printer replacement costs.
  - The current internet connections for additional printers are adequate.
- PaperCut MF monitors the prints.
  - Students will be able to print from their laptops.
  - Employees will use a code and the printing is secure.
- After the discussion, the Cabinet recommended that the contract move forward. Cari is going to run the numbers and look at the specific language in the contract.
- Findings:
  - In FY24 HC spent $16,498.11 on ink and toner across all funds. HC paid Kelley Connect $3,141.14 towards a maintenance contract on the 3 large Toshiba's. The figures do not figure in the replacement of the current printers estimated at 30K.
  - The Papercut MF Licenses are priced for 1-9 devices and you have indicated 27 devices but only 9 licenses. Are we going to forgo connecting unsupported machines to Papercut?

- *You do not need PaperCut licenses on the HP portion of your fleet, only the Canons. The printing will still be tracked as long as we set up the HPs on the PaperCut print server. Users must print through the PaperCut queue for the prints to be tracked.*

- You list Software licenses and software maintenance as one-time costs but both contracts list acquisition costs and yearly maintenance costs for the software. Can you confirm if we will have ongoing software costs?
    - *We are piggybacking on UM's current PaperCut licensing and maintenance to leverage the bulk discount, we quoted the maintenance to expire at the same time UM's does. At that expiration date, a new maintenance cost will be figured.*

Affiliates

- In the affiliate leader's group at the BOR, the group talked about our five biggest needs for improvement of processes/review of processes. How is the UM process impacting the affiliate experience? How can the three smaller campuses work together to support each other and help interface with UM?
    - Business Services
    - Procurement
    - HR
    - Professional Development (what is the opportunity to share?)
    - Shared web position (Tech, Western, Helena)

Professional Development Opportunity

- Jay Stevens, VP of People & Culture at UM was in the affiliate leaders meeting. He offered to do a series of leadership exercises/trainings with the DCAC group.

Cabinet Planning Day, December 19, 2024

- The Cabinet will work on the organizational chart, by-laws, and committees in the morning session. The Holter team building event starts at 3 p.m. until 5:30.

FY26 Budgets (CS)

- All budget spreadsheets are in the folder. Revenue estimates will not be computed until March.

Drones (CS)

- HC has a drone license. There is an opportunity to participate in an RFP concerning drone purchases through the State if there is a justification to use drones at Helena College.
    - Mel will ask the IT group at UM about the drone process from an educational perspective.