

DEAN'S CABINET MINUTES
JANUARY 13, 2025

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)

Note: Cabinet was canceled on Dec. 16 & 23, 30, & January 6, 2024

Mastermind Discussion:

SOC Update: Quiet week; no calls.

CARE Updates: One care report discussed.

Strategy Time: (3:30-4:15)

Protection and Safety of Minors on Campus Policy (400.8)

- Policy 400.8: the policy does not need to be changed per se. The procedure needs to be updated.
- Appendix C: It is recommended that HC run background checks more often. It is a condition of employment.
 - Jason recommends to have a check every four years or set a budget and run random background check.
 - \$60/per check.
 - What is the procedure if a background check comes back questionable?
 - HR has a procedure/process.
- Does HC HR check the Montana database for sex offenders? Not regularly. HR relies on the initial background check for information.
- HC programs with minors have to be validated by the Dean and others in administration.
- Other programs like PEAK or FFA, there needs to be validation that they are conducting and following their program background check procedures.
- Next steps: To comply with Appendix B, create a training or checkoff document for the employees on minors that is mandatory. Ask UM legal about a release of liability form. Sandy will draft the information into 400.8.

Children on Campus Policy (600.10) Discussion

- The first sentence is confusing. Make it simpler to include language for children in the Library, Student Center and other non-class spaces.
- Prior permission from the instructor is required and if a classmate complains, the child will not be allowed in the class. Add language to include supervisors or appropriate HC officials.
- The child dependent must be under the relative/parent/guardian's control and in a safe environment.
- High risk areas: construction and food preparation areas, heavy-duty or motorized equipment, laboratories or specialized areas that include chemicals, biological hazards, radioactive hazards, flammables, explosives,

compressed gasses, sharp objects, lasers, hazardous wastes or other environmental hazards. Mechanical rooms, power plants, shops. (Kelley Turner)

- Define a non-student more clearly. A student's child dependent that is not enrolled in the class.
 - "unenrolled child dependent" or "non-enrolled child dependent"

800.2 Fire-arm Policy:

- Update the legal laws and references.
- Add the procedure for when a gun is brought on campus for an educational purpose.
 - 3.b.ii: *Other than the Dean/CEO, no Helena College officer, faculty, or staff member has authority to grant permission to bring firearms on campus. If approved by the Dean/CEO, the Executive Director of Operations will work with each individual situation to establish the appropriate protocols for the event. These protocols, at a minimum, will include:*
 - *The weapon(s) and/or any component of a weapon(s), brought onto campus property (including the parking lot) remain under control of the responsible party.*
 - *No live ammunition is brought on site.*
 - *The campus community will be notified when a weapon has been approved to be on campus to avoid creating an alarming situation.*

Sexual Harassment Policy. 400.3

- Rescind Policy 400.3. The rule is one policy for one problem. HC has Policy 100.3 that is structured after UM's policy and legally, HC has to follow it.
- Change the review date and re-post Policy 100.3 There will be no changes.

Make changes to the EOP by Jan. 27.

- Jason Grimmis will incorporate the changes to create the final document.

SOC Update: Quiet week; no calls.

CARE Updates: One care report discussed.

Academic Leaders Bylaw Review –

- The proposed name is *Academic Planning and Support*.
- The group does not have to have a president or vice president because it is an information sharing group.
- Recommended changes to the language in the bylaws:
 - Define "budget" in the terms of funding, fiscal, fee pot, academic, etc.
 - Define "academic planning" more clearly.
 - Add "communicating out to other groups".
- How do you make a recommendation to a decision-making committee or council if you are not on the committee?
 - Depends on the committee or council. That is why the membership is listed on the webpages.

Org Chart Review (AR)

- Change to "Shared government groups".
- Alphabetize the lists.
- Edit Sarah's bullet points.

MUS Data Convening (JP)

- Hunthausen, Pate, Dellwo, and Kiesling will attend.
- The convening is Feb 6 & 7, 2025, in Billings, Montana.

CCSSE Survey Dates (JP)

- Students will scan a QR code to take the survey on their laptop.
- The survey is active for 3 weeks.
- The current target is the 4th to the 7th week of classes to avoid mid-terms.
 - CCSSE chooses the classes based on numbers. HC sends class times for each group.
- It takes a week to set up the survey. Volunteers will schedule a day/time with the faculty to go into the class to facilitate the survey.