The minutes from October 13, 2021, were approved with the correction of one item under CRM.

Florence Crittenton (VC)

- Shared services:
  - Counseling for student parents and peer support group.
  - FC is looking for space on campus to offer the programs.
    - Emily will be the contact.
- Internship opportunities:
  - Nursing, Psychology, and Elementary Education
    - Coordinated by Robyn Kiesling and Deb Rapaport.
- Daycare in the future.

Strategic Planning Steering Team (JP)

- The survey results are in:
  - 30% response rate to the survey.
  - 63% in favor of mission statement: Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.
  - 82% in favor of vision statement: Helena College aspires to empower our students through impactful, affordable, lifelong education that is responsive to the needs of our community in ways that are enriching, collaborative, and equitable.
  - 95% support adoption of guiding principles: Effectiveness, Stewardship, Impact, Equity
  - Our strategic core is now finalized. The next step will be to develop our strategic plan, which will be the work of a steering team and four workgroups, each focused on a guiding principle. Based on survey responses, the IDEA Committee has begun assembling these groups. We were able to include everyone who indicated an interest in participating and did our best to consider everyone’s preferred guiding principle.
    - We intend to have a strategic plan in place before the start of the 2022-23 academic year

Work Groups (JP)

- The Steering Committee will be made up of the experts for each pillar and Sandy Bauman.
- Each pillar group will focus on defining the pillar, wordsmith the indicators, and add strategic goal targets.
Community College Student Survey Engagement (CCSSE) Discussion (JP)

- The survey will be administered in the spring to the students.
- When CCSSE was administered three years ago, it was administered by paper and pen and missed most of the students.
- This time, the concern is that if we did paper and pen again, we would miss a lot of students, so the CCSSE will be administered completely online. To avoid a lower response rate, the test will be specifically administered as part of each class.
  - Select Academic Mind Set group of questions.
  - The Cabinet decided not to administer the race and ethnicity pilot survey because it will not provide benchmark data, adding 36 more questions which will take away from class time.

Plans to Honor Emmett (SB)

- Moment of silence or recognition at graduation in honor of Emmett.
- Ask the family to provide the names of Emmett’s favorite charities.
- Plant a tree in Emmett’s honor with a plaque.
  - Partner with ASHC.
- A plaque in the faculty bullpen over the copier.
  - In loving memory of Emmett Coon, whose "voice-activated copier" prank will forever make us laugh.

Cabinet Membership (SB)

- The Cabinet discussed the idea of changing the structure and makeup of the Cabinet to allow for more shared joint participation.
- The advisory council renamed “Cabinet” would be made up of the current Cabinet, plus the staff senate president, faculty senate president, student senate president, Ryan Loomis (CEC), Stephanie Hunthausen (DE), Deb Rapaport (Nursing), and the Diversity Officer. The new members will be asked to provide updates and agenda topics. The group would meet one time a month.
- In addition to changing the Cabinet, an Executive Team (the current Cabinet members) would be created, meeting three times per month, and would continue to be the decision-making body.
- Sandy will reach out to the senate presidents before a decision is made.