Minutes:
- Robyn Kiesling motioned to approve the minutes and Donna Breitbart seconded the motion. The 4/6/2022 minutes were approved.

Review UM/HC Collaboration Suggestions:
- Improve communication with UM’s marketing and branding office.
- Pursue academic pathways to UM that allow students to stay in Helena.
- Send additional comments to Sandy Bauman.

Interdepartmental Communication (JP/DB)
- Formal communication has improved.
  - MMM
  - Forums (Can be intimidating)
  - State of the College
- Lacking:
  - Informal communication that creates community - COVID limited community feeling.
  - TEAMS is used inconsistently.
  - Questions about the correct use of ZixMail
  - Impression that information is withheld. Messages are tailored to different audiences.
- Recommendations:
  - Set expectations for different modes of communication.
    - Set expected baseline use of Teams vs. Outlook.
      - Provide tips on what situation is best for Teams vs. email communication.
      - Calendar expectations.
    - Training and documentation in the use of ZixMail.
      - Correct use and situational information.
    - Incorporate modes of communication and training into on-boarding.
    - Stand-up meetings have resumed at 8:15 a.m. on Monday mornings – are all the right people invited?
  - ACTION: Set out expectations with Directors to disseminate information to their areas. Include Informal and formal rules at the Gracious Space training.
ACTION: Continue to include periodic tips and training for TEAMS in the MMM.
  - HC currently provides PD workshops and tips on the eLearning webpage and in the MMM.
  - Add technology training to onboarding checklist. Use a survey to determine what training is needed.

ACTION: Training on ZixMail or a different secure encrypted platform.
  - Sandy will meet with IT to discuss other secure encrypted platform ideas.

ACTION: Decide whether to continue the open forums.
  - Offer the open forum with a topic instead.
  - Ask participants to submit the questions ahead of time.

State of the College in May 10, 2022
- Anna Ebert will be the moderator in the ZOOM format.
  - Questions will be routed to the moderator.
- Topics:
  - IT Updates: Encrypted mail, new wiring upstairs, software, etc.
  - Marketing highlights and accomplishments.
  - Dual Enrollment updates.
  - Financial updates.
  - CEC updates.
  - Accreditation.
  - Program Review.
  - Student life Success and learned lessons.
  - CRM Review.
  - Space & Office Changes.
  - Handshake Platform
  - UM/HC Collaborations & UMW/HC Collaboration

ACTION: Add other topics to the list and decide what will be presented or provided as a pre-read at the upcoming Cabinet meetings.

Guidelines for Small Donations (RK)
- Donation guidelines for prizes and silent auctions.
  - Start a central vendor list.
    - Specify who the donation is going to.
  - Process all donations through the Foundation which has a 501C3.
- Is there a difference between a small donation from Great Harvest and a Cessna?
  - No both recognized as income. Student clubs are different and have more leniency.

ACTION: Ask ASHC to evaluate their policies in comparison with the UM student government/club policies and procedures in the fall. As Director of Student Life, Emily Schuff can help oversee the club funds.

Student Expectation from Town Hall
- Communication:
  - The students admitted that they do not check their campus emails.
    - They were encouraged to forward their HC email to their personal email.
  - The students requested TV’s installed on campus for campus communication.
    - A student offered to post the HC News each week.
• Vending machines frustrations:
  o The Business Office has other ideas in the works.
  o The students will take turns cleaning the kitchen.
  o The students would like a community refrigerator.
  o Post a list of vendors who will deliver food to the APC
• The students asked for a tutor on campus but decided that it was not feasible with their class and work schedules.
• The ability to print to the printers using their student cards is not working on the APC campus consistently. (LLH)
• The students would like the LLH to provide technology training to the CTE students.
• The students like having financial aid representatives on campus.
• The students complained about the state of the men’s bathroom and lighting.
• The students would like more information about the events and classes that are offered by CEC.
  o CDL training
• The students are looking for community by forming clubs like a larger university.
  o Requested a mascot.
• The students were frustrated that the aviation equipment in the hangar was outdated, and the new Cessna was not available for training.
• Automotive students would like HC owned cars in the secured area. The lot and gate will be secured in the next few weeks.
  o Students will have to park in the designated parking lot instead of the gated area of the building.
  o Inform the faculty and students before the parking and security change is implemented.
    ▪ Faculty will have a fob to lock and unlock the gate.