Mastermind Discussion:

Approve 6/20/2022 Minutes
- Tricia moved to approve the minutes and Valerie seconded the motion. The minutes were approved unanimously.

Executive Director of CTE Announcement (SB)
- Stephanie Hunthausen accepted the position.
- She will continue to oversee Dual Enrollment and she is deciding on her title.
- HC will hire another position in Dual Enrollment.

MUS Pay Adjustment (SB)
- MUS revised the low and high-salary positions for entry-level positions.
  - The top end is limited to the amount that is currently paid in a similar position.
- Some staff are below the new low entry-level and will receive a pay bump; effective July 2, 2022.
- The number of new hires may be reduced due to the pay bumps.
- HC will look for ways to work smarter and increase incoming funds.
  - Offer WUE to Canadian students.
  - Recruit international students.

Housing for Students
- Carroll College’s dorms are full due to the housing shortage which in turn affects housing for HC students.
- The Cabinet is concerned that the lack of affordable housing will affect enrollment, especially in the trades sections since a higher percentage of students are from out of town.
  - Terri Atwood will research area property management companies and KOA/Campground contacts.
  - The information will be posted to the website to assist students to find housing.

Cosmetology (SB)
- Robyn Kiesling will oversee Cosmetology instead of the Exec. Director of CTE.
  - Cosmetology is housed on the Donaldson campus.
  - The general education courses are offered at Donaldson.
- The consultants for the curriculum and designs are moving the development forward.
• The timeline to start the remodel is tight. The project may be bid in two phases due to the spending authority limits.

Classrooms (RK)
• DON 121, Computer Technology needs new rolling tables and chairs to match the other DON classrooms.
  o Facilities will reconfigure the room count to determine if there are extra tables and chairs to place in DON121.
  o If not, the tables and chairs will need to be purchased from the Academic Equipment fee pot. The estimated cost of the classroom furniture is 19K.

Safety Committee Updates (TF)
• Tommi Haikka is the new safety committee chair. Tricia Fiscus will oversee the committee.
• Tasks:
  o Determine why the two labs APC have large locks and locate the keys.
  o Evaluate who is on the committee and make adjustments to the membership.
    ▪ Add a science faculty to the committee for lab representation.
  o Training
    ▪ Active shooter
    ▪ Lockdown plan
    ▪ Educate the campus on front door safety and emergency procedures.
    ▪ Training funded through the RMTD
  o Update the Emergency Response Manual.
  o Conduct monthly checks and walk-throughs.
  o Update safety recommendations to both campuses frequently.

Surplus Purchasing (TF)
• Facilities will use the State of Montana surplus to purchase equipment and office furniture.
• Tricia will write a guest column for the MMM about surplus purchasing and the Safety Committee changes.