Pre-Read: HC Annual Enrollment Report

Mastermind Discussion:

Approve 8/1/2022 Minutes
- The minutes are approved as amended.

Questions about Updates?
- December 6 is the date for the Better Together instead of December 5.
- CEC is making a profit this year.
  - CEC used short-term grants to jumpstart some of the programs.
    - Phlebotomy is now offered in-house.
    - CDL numbers have doubled.
    - State employees training.
    - Hybrid auto training.
    - Banking certificate.
- Abby will add the upcoming fall schedule to the web calendar and create a submission to add events to the HC newsletters and social media.

SOC Update: Nothing to report from last week.

PDC Questions about Year of PD (JP)
- The PD Committee will decide how much money to spend on basic First Aid, ADE, and CPR training, but not mental health first aid.
  - If the training proves to be popular, it will be offered again next year.
- Helena College has a way to provide mental health first aid through Kognito.
  - Emily Schuff is the expert on campus.
  - QPR (suicide prevention) is scheduled in late fall.

HC Annual Enrollment Report (JP)
- All three enrollment numbers have recovered from the lowest numbers in the last 10 years.
- Headcount is approaching pre-pandemic levels, but FTE and CEC enrollment remain lower.
• Dual Enrollment numbers are not finalized yet in the AY23 count.
  o Jessie Pate will break out the AA and AS degrees.
• Marketing is currently targeting Pre-Pharmacy, Fire Emergency Services, CNC, Art, and Elementary Education.
• Software Technology, Social Work, Criminal Justice, Diesel Technology, and LPN will be prioritized in the next year.
  o Robyn Kiesling would like Cosmetology to be added to the list.
• Abby Rausch will work with the faculty and directors to add their videos to the program web pages and update/add a one-sheet to each page.
• HC commercials will run during the Bobcat/Grizzly football games broadcasted on TV.

Building Hours and Evening Coverage (SB)
• The Westaff temporary employment contract is ending due to a conflict with the union contract.
• Facilities will hire part-time custodians.
  o 18K left from the CARES monies.
  o It will be harder for facilities to hire custodians which will impact coverage.
• Custodial crew may have to change to the daytime hours to ensure supervision.
  o Custodians will not have time to clean inside offices and facilities will ask that garbage cans will be placed outside the office door to save time.
  o Eric Reighard is creating a reasonable daily/weekly custodial work plan.
• Decide whether the building needs to be open late or on Saturdays.
  o Check CEC’s adult course schedule.
    ▪ Is CEC covering the cost of custodians and the IT techs for after hours?
    o Academic courses
    o Student Life perspective
    o External events
• Post the building hours on the clocks and add a flashing notice to announce that the doors are going to lock in the next 10 minutes.

Distribution of Equity Training Invitations (SB)
• The DEI Training is on Aug. 24 and Oct. 12 from 9 a.m. to 12 p.m.
• Ask the Directors to decide which session their employees will attend.
• The faculty are asked to attend the August 24.
• Sandy Bauman will send the link to the Directors after the plan is communicated to campus.
  o Sandy will check with the facilitator if she needs a head count for each session.

CARE Request Updates (SD)
• Maxient will collect the CARE requests.
• A standing CARE Update will be added to the agenda to track the number and type of CARE requests.