Mastermind Discussion:
Minutes:
• Tricia Fiscus moved to approve the minutes and Valerie Curtin seconded the motion. The 8/8/2022 Minutes were approved.

SOC Update: Nothing to report

HVAC Remodel (SB)
• HVAC will tentatively start in the Administration area on March 23, 2023.
  o Administration and faculty will move offices starting winter break.
  o Sandy/Paige/Abby will move to APC after the March BOR meeting.
• Upstairs classroom remodels will tentatively start on May 23, 2023.
• The Cosmetology remodel is tentatively scheduled to start in Spring 2023.
  o The bay will be cleared out before construction.

Committee Webpage Revamp (SB)
• The committee webpage will link to the "About Helena College“ webpage.
  o Membership, mission, charge, responsibilities, and minutes will be formatted for consistency.
  o The Adhoc Committee title will be changed to Functional Work Groups.
    ▪ Examples: orientation, scholarship, tenure, and graduation.
  o A page will be added for advisory boards.

CARE Handout (VC)
• The handout designates the difference between CARE and Title IX issues.
  o The Cabinet discussed some changes to make the handout clearer.
  o The CARE team reviews unusual behavior, suicidal ideation threats, homelessness, food insecurity, and depression and can provide intervention options.
  o Maxient reports on Title IX, student conduct, sexual misconduct, discrimination, and general accidents or incident issues required by law and/or policy.
  o The two may overlap, but each has a specific purpose and set of guidelines.

Maxient Reports (VC)
• A link is in place on the HC general landing page for the five different reports.
  o The dropdown provides a description and general information for each report.
  o Each report is routed to different supervisors.

  Report an Incident  Staff/Faculty Directory  Portals -

The reporting options below provide Helena College community members an opportunity to share important information directly with the appropriate offices. This is an internal reporting tool intended to address concerns in a safe, timely, and supportive manner with the goal of connecting individuals to the resources they need.

Choose the report that best matches your concern. Any reports mistakenly submitted to the incorrect office can be directed to the appropriate office by a Helena College Administrator.

- Academic Dishonesty - This report is for faculty use only. Use this report for any incidents involving a violation of academic integrity standards as stated in the Helena College Student Handbook.
- CARE Referral - Use this form to refer a student who may be struggling with academic, personal, or emotional difficulties or who may be exhibiting concerning behavior.
- General Accident/Incident Report - Use this report for any accidents, or general incidents (i.e., falls, car accidents, stolen or damaged items, travel incidents, etc.)
- Sexual Misconduct and/or Discrimination - Use this form to report any alleged sexual misconduct, discrimination, or harassment. This form may be used to report a student, staff, or faculty, or other employee of the college.
- Student Conduct Incident Report - Use this form to report any alleged violations of the Helena College Student Code of Conduct.

Please choose from the following report options:

CARE Update: Nothing to report out

Automotive Inspection Day (SH)
• Automotive Technology would like to offer inspections on cars brought in by the community.
  o Create a liability waiver to release HC from any problems with the inspection down the road. (Get it?)
  o Ask UM legal and RMTD to review the waiver.
  o Ask about the liability created when HC students change the oil on a vehicle also.
  o Is it acceptable to refer the public to a dealership during the inspections?

Discuss Parking Permits for FT Employees
• The Cabinet discussed issuing two parking passes per full-time employees
  o The discussion was tabled. Over the next year, there will be changes to parking with all the construction that may place with our HVAC upgrades, Cosmetology construction, and enhanced security of the East parking lot at DON and the back parking lot at APC. As changes and decisions are made, we will provide regular updates.

Electronic Key Form (SB)
• Supervisors will decide the access for their respective employees.
  • Make a priority list.
  o Provide a line on the form to add more information or a justification statement.
• East Parking Lot
  o A parking pass will be required plus a fob to open the gated area in the future.
Events for Fall (VC)

- Valerie uploaded the following documents to the Cabinet Team files to keep the Cabinet informed of the upcoming events and to ensure coverage at the events.
  - Draft Copy of Fall Programs_Student Life lists the Student Life fall events.
  - 2022-2023 Scholarship Fin Lit Work Study Calendar lists the Financial Aid fall events.

Vehicle for Tour (SD)

- Ask Cari Schwen to write a guest column and provide the procedures to reserve the Equinox.
  - Include the guidelines for reserving the Equinox for extended trips versus day trips.