Mastermind Discussion:

Minutes:

• Valerie Curtin moved to approve the minutes and Stephanie Hunthausen seconded the motion. The 8/15/2022 minutes were approved unanimously.

Questions about Updates?

• Dean’s Office:
  o FTIUM is the Finishing Trades Institute of the Upper Midwest. The legislature allocated $550K to OCHE to help establish the program in Montana. HC will use the funds in the following ways:
    ▪ Create four SMART classrooms on APC (one of which will be the lecture hall).
    ▪ Pay a portion of the following salaries for the time it took to set up PLA.
      • Stephanie H., Sandy B., Robyn K., and Sarah D.
    ▪ Cover the cost of advertising and marketing that focuses on the value of skilled trades including FTIUM plus a portion of Abby R.’s salary.
    ▪ Suggestion: Pay a portion of the following salaries for the installation of the SMART Classrooms.
      • IT & Facilities

• Information Technology:
  o Prior student email accounts currently remain active indefinitely.
    ▪ There is not a policy in place to cover all UM affiliates, so IT is looking for guidance and suggestions.
    ▪ Students have been told in the past that graduates/alumni would be able to keep their email.
    ▪ IT can determine when a student last logged in.

• Updating the COVID information on the HC Website:
  o Posting the new CDC and L&C Public Health guidelines.
  o Remove the COVID link out of the email signature template.

SOC Update:

• Non-emergency Call on 8/17 APC (SH):
  o Towards end of day, a man was outside the Airport Main building kicking signs, yelling, and acting inappropriately. The non-emergency police line was called and police arrived quickly to help resolve situation.
    ▪ No damage, no students around, but a few staff were leaving for the day.
• Because it was our first encounter and there was no damage, HC will not press charges at this time, but remain aware in case he returns.

CARES Update: N/A

Electronic Door Access Update (ME)
- Handed off from facilities to IT.
  o The Cabinet will review the fob requisition form.
  o Doors are individually listed, but IT is not intending to individually assign doors.
  o The goal is to determine access by grouping blocks of doors by position/role.
- During the transition, the doors at APC are set to lock, and there is not a way to keep the door unlocked.
  o Temporary solution is to prop doors open.
  o Cannot prop computer lab doors open due to alarms.
  o IT will program the lock and unlock schedule so each door will remain unlocked throughout day.
  o Make sure everyone understands the door propping is a temporary solution for inside doors and should not be propping outside doors.

New Faculty
- The Cabinet met the new faculty.

Library Laptops – APC & DON (ME)
- Laptops at APC have not been secured or loaned out following the correct procedure in the past.
  o Checkout on both campuses should follow established LLH procedures.
    ▪ The laptop cart will be stored in the front main office. Mel will work with Stephanie and Robyn to discuss plans for storage and checkout of laptops
    ▪ (Update: The laptop cart will be stored in the IT room. Melissa will check the laptop out to the student, and the student will get the laptop from Jeremy who will ensure the students have the software that they need.)
  o Use:
    ▪ The usage statistics for the DON laptops is available from LLH, but more difficult to assess the use at the APC.
      ▪ Monitor the usage at both campuses for a period of time, then decide how many the campus needs.
      ▪ Suggestions: Distribute the unused laptops to staff who need updated devices.

TikTok Video (VC)
- Valerie shared a video illustrating the importance of faculty establishing a respectful classroom environment.
  o The video demonstrates how easy it is for a student to record in a classroom without being noticed.
  o Valerie would like to share the video when she meets with faculty this week.