Mastermind Discussion:

Approve 10/31/2022 Minutes
- Change verbiage for CARES report to “one report of mental health concerns”. Change trail to trial.
- Sarah Dellwo moved to approved as amended. Jessie Pate seconded the motion. Approved unanimously.

Questions about Updates?
- The APC map will be updated on the website.
- In preparation for the upcoming Disaster Recovery workshop, IT filled out the Disaster Recovery survey scorecard outlining all the areas they to improve in during the workshop. The week-long workshop is for IT personnel. There is one part of the workshop that has cybersecurity information beneficial to the whole campus. Mel Ewing will provide the day, time, and topic.
  - The workshop is required to qualify for federal rates. Both Valerie Curtin and Jessie Pate need the information on Cybersecurity for NWCCU and compliance reports.
- Splashtop software allows IT to troubleshoot user problems remotely.

SOC Update:
- Two cell phones were taken on the DON campus, but recovered.
- Reminder: close your doors if you are not in your office.

CARES Update: Nothing to report for this past week.

MARCH BOR Update:
- Hotel Contracts requested from Great Northern, DoubleTree, and Hampton Inn.
- Checklist for IT equipment provided by the Commissioner’s office. Facilities will pick up the equipment from MSU in January
- Meeting with Cari Schwen to discuss refreshments & coffee to determine what has to be catered.
Email Retention Policy (ME)
HC does not have a retention policy. Keeping an email account open leads to security breaches.

- How long does HC keep the accounts after a student leaves Helena College?
  - Students were allowed to keep the email for alumni reasons, but students are not checking their HC email after graduation.
  - Abby prefers to use their personal email for an Alumni list instead of the HC student email or assigning an alumni email.
  - Decision: Retain the student email for one year.
    - UM retains the student email for 6 months to a year. UMW retains the student email for one year.

- How long does HC keep the accounts after an employee is discharged from Helena College?
  - Faculty and staff: One year unless it is stipulated otherwise.
  - Some employees need their accounts open for longer than a year.
  - Adjuncts’ email accounts will stay open because their employment is cyclical. Robyn Kiesling will determine when an adjunct’s email should be closed.

- Note: IT can close the account, but the email can continue to be forwarded indefinitely.
- The off-boarding forms will be edited so the supervisor can stipulate if the email account is closed after a year, or left open until a certain date. Mel will send the language to Mary Twardos and Tricia Fiscus.

Shred Date to Close the Contract (PP)
- The plan was to shred in December at the end of the semester. It may be more beneficial to wait until June to move forward with the plan to store documents digitally, scan all current paper documents, and then shred them.

Honor Code (RK)
- Robyn is opening up the discussion for an institutional honor code to combat plagiarism and ensure academic honesty and institutional honesty.
  - The student code of conduct does not cover all of the problems that are cropping up. HC reacts to academic dishonesty. Robyn would like to see a proactive approach.

- Determination:
  - Create a workgroup to research and make a recommendation about an honor code for HC.
    - Research how other schools include honor codes in student handbooks, fight plagiarism and ensure academic honesty.
    - Look at institutional honesty codes.
      - Note: Financial Aid has a code of honor that they have to follow for an association.
    - Use the current campus climate survey results and in the future add some questions into the campus climate survey for more data on the subject.
    - Karen Henderson, who teaches honor code in her courses, may be available to chair an honor code workgroup.
  - Robyn will put some articles in the chat.

Risk Management
- Tricia is required to create a group that reviews big-picture risks at HC. The Cabinet will be that group and an update will be added to the Cabinet Agenda.

Calendar
- The academic calendar uses the title “Columbus Day” vs. “Indigenous Peoples Day” because the CBA states that Columbus Day is a holiday.
Next week agenda: State of the College Topics.