Pre-Read: Better Together Travel Summary

Mastermind Discussion:

Approve Minutes

- Stephanie Hunthausen moved to approve the minutes. Kelley Turner seconded the motion. Approved.

SOC Update:

- 30 MAR 4:00am: A homeless man started a fire 3/30/2023 at East side of the DON campus close to door number 3. Helena PD called and removed the person and maintenance performed two full building sweeps

CARE Update

- The Cabinet reviewed the CARE update

Finalize Better Together Travel Plans (SB)

- Leaving at 8 a.m. on April 24, 2023
- Reservations are made for state motor pool vans and the Equinox
- Abby Rausch will be SOC for Kelley Turner.

CEC Office Move Over the Summer (SB)

- Sandy Bauman will speak with Ryan Loomis about moving the CEC office over the summer months due to the construction.
- Possible spaces: IT room upstairs by the SC, upstairs in a classroom, or the APC

Room Scheduling over the Summer (SB)

- Minimize use of multiple rooms using the downstairs or offer the courses online.
  - Custodial shortage solutions:
    - Recruit students to deep clean and clean carpets over the summer as temporary employees over the summer to deep clean and clean carpets. If the projects can be identified as a facilities project, Business Services can tap the funds from the facilities reserves. Offer an hourly wage and a Dean’s waiver for full tuition.
    - Recruit eligible work study students up to 20 hours per week as custodial help.
    - Recruit at the career fair on Wednesday, April 5, from 11 a.m. to 1 p.m. AP LH.
- NEH is July 10 to 22, 2023. NEH will meet in the media arts room and use 002/003.
Keys and Fobs (SD)

- A meeting is scheduled on April 13 at 1 p.m. Mel, Sandy, John, and Kelley to create a plan to get the keys out of circulation and activate the fobs per each employees need.

Limit WUE and Out of State Rates (SD)

- At this time there is not a need to limit the offers as they are a small number overall and the waivers still bring in out-of-state students.

Perkins Grants due May 26 (SH)

- Last year the Perkins allotment was 109K and was mostly used to purchase equipment. This year the allotment is 119K.
- OCHE has a new supervisor, procedures, and documentation that tied the project/expenses to data.
  - Positions are difficult to write into the grant.
- Stephanie is going to send out a questionnaire for project ideas for the grant:
  - Professional Development, Career Exploration, equipment and projects to support Skills Development and Student Achievement

State of the College Topics (SB) May 9th

- Request questions from the campus ahead of time.
- IDEA Committee process.
  - Ask each member of the IDEA committee to participate.
- Present the budget process at the April Forum and State of the College.
  - Working on a data driven model.
  - Restructure BTM adding staff and faculty over the summer.
  - The pay plan’s impact on HC’s budget and other institutions. The pay plan has been approved, but not signed off by the Governor yet.
- Dual Enrollment (L J)

- Summer Construction & Moves
- Safety Update (KT)
- Employee Excellence Award Announcement