DEAN’S CABINET MINUTES
MONDAY, JUNE 5, 2023
CABINET MEMBERS:

- ☒ Sandra Bauman, Dean/CEO
- ☒ Kelley Turner, Exec. Director of Operations
- ☒ Stephanie Hunthausen, Exec. Dir. CTE & DE
- ☒ Valerie Curtin, Exec. Dir. Compliance/Fin. Aid
- ☒ Jessie Pate, Dir. IR/Effectiveness
- ☒ Mel Ewing, CIO
- ☒ Robyn Kiesling, Exec. Dir. Gen Ed & Transfer
- ☐ Sarah Dellwo, Exec. Dir. Enrollment
- ☒ Abigail Rausch, Director of Marketing ...
- ☒ Carl Schwen, Exec. Director of Retail Services
- ☒ Paige Payne, Executive Assist. to the Dean/CEO (recorder)

Mastermind Discussion:
Approve Minutes
- Valerie Curtin moved to approve the minutes. Robyn Kiesling seconded the motion. Approved.

Questions about Updates?
- 4K Safety Smart monies will roll over to FY24.
- Sandy will be out of the office the week of June 26. The June 26 Cabinet meeting will stay on the calendar for now. DCAC may be canceled. Revisit the topic at the next Cabinet meeting.

SOC Update: None

CARE Update: The Cabinet reviewed the update.

Policy 200.3 - Advisory Councils (SB)
Policy Statement: Remove the last sentence in the parenthesis.

II. Advisory Groups: Creation, Maintenance, and Operation.

a. Each academic program - Career Technical Program of Helena College will be represented by an advisory council. Other institutional functions as deemed necessary by the leadership team will maintain an active advisory council. (The original a and b combined).

b. Membership in advisory councils will be recommended by the appropriate faculty and staff of the area, approved by administration.

c. Membership of each council will be reviewed annually by the faculty, staff, and administration.

d. Each advisory council will consist of a minimum of four and maximum of twelve members.

e. Members will have relevant knowledge or experiences which will bring value to the council.

f. Members shall be appointed to serve a term of no more than three (3) years.

g. Advisory councils are required to meet a minimum of twice encouraged to meet at least once during the academic year. The frequency will be determined by the needs of the program.

h. Members are expected to attend scheduled meetings and can be removed for non-attendance.
i. A representative of the academic office, the division program director shall attend each academic advisory committee meeting.

j. Agendas and minutes from each meeting will be recorded with the appropriate supervisor and posted on Helena College’s website for public viewing.

k. Advisory councils have no administrative or governing authority. Their objective is to provide a link between the school and the world of work college and industry partners.

Edited Version:

II. Advisory Groups; Creation, Maintenance, and Operation

a. Each Career Technical Education program of Helena College will be represented by an advisory council. Other institutional functions as deemed necessary will maintain an active advisory council.

b. Membership in advisory councils will be recommended by the appropriate faculty and staff of the area.

c. Membership of each council will be reviewed annually by the faculty, staff, and administration.

d. Members will have relevant knowledge or experiences which will bring value to the council.

e. Advisory councils are encouraged to meet at least once during the academic year. The frequency will be determined by the needs of the program.

f. Members are expected to attend scheduled meetings and can be removed for non-attendance.

g. The division program director shall attend each academic advisory committee meeting.

h. Agendas and minutes from each meeting will be recorded with the appropriate supervisor and posted on Helena College’s website for public viewing.

i. Advisory councils have no administrative or governing authority. Their objective is to provide a link between the college and industry partners.

Remove Section III.

Vector Cyber Training (ME)

- IT is recommending campus-wide Cybersecurity training.
  - The training fulfills risk management requirements.
  - The five sections take about 50 minutes to complete.
  - The training will be mandatory and offered through Vector. (Including adjuncts)
  - Sandy will announce the training to the campus by email.
  - The deadline to complete the training is September 15, 2023.
  - HR will manage the distribution of the information and Cabinet/Directors will follow up with employees who have not completed the training by the deadline
  - Add “required” to the subject line and calendar invites.

IDD Planning (SB)

- Orange is a campus event.
- Blue is all faculty.
- Pink is orientation.
- Yellow is FUN
August Fun in the Sun Planning

- Sandy Bauman will send out a calendar invite to the campus.
- The RSVP mail chimp announcement will be distributed after the Cabinet reviews the announcement. Attendees are asked to bring a dish to share.
- The RSVP form is linked in the announcement. The form asks how many will attend and if anyone would like to join the group float to the location plus other details. Stephanie will organize the group float.
- In case of inclement weather, the Dean’s office will send out an email canceling the event.
- Sandy will provide hot dogs and hamburgers. Kelley will flip the burgers and dogs. The Cabinet will donate buns, water, ice, coolers, tables, condiments, and other supplies.