Mastermind Discussion:

Approve Minutes
- Amendment: Remove “service” before vendors.
- Sarah Dellwo moved to approve the minutes as amended. Stephanie Hunthausen seconded the motion. Approved.

Student Handbook Discussion (SB)
- The format of the current handbook is unorganized and redundant. Most of the information is already in the catalog or should be added to the website.
- Sandy and Paige will edit the handbook:
  - Keep the FAQ page
  - Include the link to the student complaints page.
  - Code of conduct information and updated language.
  - Quick guide to navigate answers on the website.

SEP Committee (RK)
- The Cabinet will review and discuss the SEP plan:
  - Review original goals.
  - Analyze the viability and measure the progress.
  - Determine the next steps, whether to continue or make a directional shift.

Professional Development Follow-Up (SB)
- DISC next steps:
  - Offer DISC to the rest of the campus using PD funds. $9000 is earmarked for campus use.
  - Approximately 60 more employees need to take the assessment. $130 x 60 = $8340
  - Offer three separate debrief sessions. The cost is $350 per session. $350 x 3 = $1050.
    - Total cost: $9390 (Before any discounts offered by DISC)
    - Encourage teams to meet after the debrief sessions to disseminate the results and learn about each other’s strengths and preferences.
    - The Cabinet will conduct a trial work session.
      - Read the assessments of each Cabinet member.
      - During the work session, each member will share the following:
        - Key takeaways
- Purchase an institutional membership to the National Institute for Staff and Organizational Development (NISOD).
  - The cost is $875 and will be funded out of Dean’s budget.
  - Ask the Professional Development committee to host and promote the available trainings.
  - Highlight CEC education courses offered in the MMM periodically.

Parking Discussion Cont’d (KT)
- The Business Office has not heard back from OCHE if HC has to submit the parking fee changes to the BOR.
- Facilities would like to start on some of the items that have been decided.
  - Reserve 15 spots for Cosmetology. The salon will open in April 2024.
    - Eventually Cosmetology can pay for the spaces.
  - Reverse directions of the one way. Start the process with the City of Helena.
  - Move the dumpsters to the cage over by the garage.
  - Add a loading area and reduce the number of handicap spaces on the east side.
  - Add new lines to change the diagonals.
  - Start now to get the campus used to the changes.

Cultural Awareness Training Opportunity for ID Days (RK)
- Indian Alliance offers a free workshop on cultural awareness.
- Robyn and Sandy will meet with Kaitlyn to discuss what topics are covered and to possibly schedule a trial workshop before it is added to the ID Days schedule.