Helena College Mission:
Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

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
- ☒ Melanie Heinitz, Executive Assistant & Office Manager (recorder)

Pre-Read:
- Accreditation Workshop Cabinet Discussion Part 3 20231009

Mastermind Discussion:
- Approve Minutes
  - Kelley motioned to accept the minutes as read, and Jessie seconded the motion. All in favor, none opposed, none abstained: motion carried.
- SOC Update: none
- CARE Update
  - Looking at combining Care and Advising
  - Elevated risk team separate team
  - Dashboard for the number of cases – We will still ask for information on the number of cases so we can monitor the needs of students.
  - 1.B.1
    - Updating budget model, piloting three different programs up for review
      - Faculty perception
      - Assigning Resources
      - Shift to change from making money vs. costing money - moving to a nuanced contribution
      - Need academic areas to provide a process for vetting new academic programs. This will be an annual plan goal for Academic Affairs in the future.
  - 1.B.2
    - Minimal evidence
    - IDEA looking at peer comparison data
      - Used data-informed process to develop peers
  - 1.B.4
    - Changes to DCAC
    - Budget Resource Allocation
    - Campus Community Advisory Council
    - New Programs look at external – publish internally
    - Challenging responding to system priorities
    - Avionics is an example case study of how we decided to pursue
• Confusion
• How can we improve – Document justification for decision-making
• Format needed
  • Resources available
  • Presented to Cabinet
  • External monitoring
  • Internal hiring
    o Staffing needs
    o Long-term planning
  • Students Involvement
    o Parent and student input
  • Academic Affairs’ additional goal
    o Rubric and criteria needed to identify
    o Internal vetting process
    o Impact of the program
    o Balance efficiencies

• Leave Policies (SD)
  o CBA: states who is the family
    • Note who is listed in the CBA
    • Sick leave involved for care of family member
      • MCA physical & mental health: Note who is listed
      • Families look different - complex
      • Kelley will research policy
      • List and exceptions made by the institution
      • No tools to define
      • OCHE policy review
      • Use excess leave by the stated date – Kelley checking the policy
        o Follow policy
        o Excess leave used prior to using sick leave – Sandy checking
      • If sick leave is denied, then annual leave can be used
      • Sandy will email Kevin McCrae for clarification
      • Is there a policy on how much leave can be taken per year?

• Academic Calendar (SD)
  o Discussion of how we arrived at the draft of the calendar
  o Aviation and Cosmetology need a defined number of class days
    • Need 74 instructional days
    • Three-day break in March
    • Line up with Helena School’s historical date for Spring Break
    • MUS – would like to have a Joint calendar, Quottly, and course sharing
    • Sandy will send an email with a week’s deadline to receive feedback on a calendar – collective group – please provide options
    • CBA input for the calendar, will go out this week
    • January 6th return too early for processing

• MUS leveraging data to support institutional student success goals, Team, Hotel cost covered, Nov. 6-7 (SB)
  o Emily, Jessie (Nov. 6), Sarah, and Robyn will be attending

• Canva update (AR) – Deferred to 10.16.23
• **Removal of Non-Graduate Active Directory Group (ME)** – Seventeen thousand former students in non-graduate active group. Students need to remain in the active directory for three years for 1098T tax purposes and to access their transcripts.

• **SoupFest – Pumpkin Spice Gift Basket Theme**
  - **Items Donated**: Baking Dish, Pumpkin, Wooden Sign, Cookies, Coffee, Socks, Tea, Twinkies, and Candy all themed with pumpkin spice.