Mastermind Discussion:

Approve Minutes
- Cari Schwen approved the minutes as amended. Val seconded the motion. Approved.
  - Amendment: *The summer assessment workshop day will be scheduled on Tuesdays, not Thursdays.*

Questions about Updates?
- Mel will send out the wording for the eSports waiver language.

SOC Update:
- The Cabinet reviewed the report.

CARE Update:
- The Cabinet reviewed the report.

State of the College May 9 (SB)
- IDEA Committee purpose and processes. (JP)
  - 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.
- Dual Enrollment (LJ)
- Community Education Center (RL)
- Summer Construction & Moves (SB, KT)
- Safety Update (KT)
- Cosmetology (RK)
- Staff and Faculty Senate. Waiting on their response
- Employee Excellence Award Announcement
- Written updates from the Directors, and ASHC, and request topics from the campus.
  - Due May 3 at noon.
DISC Prof. Development Update
- The DISC assessment will be emailed to the Directors and Cabinet before the DISC debrief. The DISC debrief will be scheduled on June 12.
- Directors and Cabinet – 14 in total including Emily Schuff.
  - Schuff, Hunthausen, Willcockson, Loomis, Rapaport, Schwen, Curtin, Bauman, Kiesling, Kong, Pate, Rausch, Turner, Ewing
  - If someone in the first group cannot attend the first debrief, there will be other sessions later.

SCP Programs (VC)
- The experimental SCP programs are transitioning to a PEP over the next 3 years.
- If HC does not add the other designated programs before July 1, 2023, HC cannot add more programs for 3 years because of the new guidelines.
  - Welding, Diesel, and Software
  - Add the women’s prison as an approved site and one program.

Summer Alternative Hours Schedule
- Departments can offer flex hours (4-10’s) starting 2 weeks after graduation May 15 until July 28.
- Ensure coverage.

Information Technology Office Hours
- The Donaldson IT office is located at DON004
  Hours:
  Monday through Thursday: 7 a.m. to 6 p.m.
  Friday: 7 a.m. to 5 p.m.
  Walk-Ins Welcome
  Call X6949 or X6960
  Email: IThelp@helenacollege.edu
  Hours during the summer months:
  Monday through Friday: 7 a.m. to 5 p.m.

The APC IT office is located next to the Dean’s office & campus pantry.
Hours:
Monday through Friday: 6:30 a.m. to 3:30 p.m.
Walk-Ins Welcome
Call X6353
Email: IThelp@helenacollege.edu
Summer hours TBD

Cabinet Summer Project Themes
- Summer of Safety
  - Redial function on the phones.
  - Intercom function on the phones.
  - Internal phone chat.
  - Voice mail to email.
  - Text to email.
  - Regroup refresher
  - Timely training and procedures.
- Clock Functions
  - Designate where the clocks will be installed in Cosmetology
Emergency messaging function
Alarm function

Summer Date for Fun in the Sun
- August 5 or 12, 2023
- Robyn will decide the best date for the event.

Online Chat Button
- Provide Support, LLC
  - The cost of the software is $317 annually and comes out of the IT Budget
- Frequency:
  - Chats that come through are usually for financial aid.
    - One or two times a month.
    - LLH would like the chat function to exist, but the frequency is low.
- Discussion:
  - Add clear contact info on services pages.
  - Since it is used so little – remove the function.