DEAN’S CABINET MINUTES
MONDAY, MAY 1, 2023
CABINET MEMBERS:

- ☒ Sandra Bauman, Dean/CEO
- ☒ Kelley Turner, Exec. Director of Operations
- ☒ Stephanie Huntausen, 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 ...
- ☒ Cari Schwen, Exec. Director of Retail Services
- ☒ Paige Payne, Executive Assist. to the Dean/CEO (recorder)

Approve Minutes
- Valerie Curtin motioned to approve the April 17, 2023, minutes. Mel Ewing seconded the motion. Approved.

CARE Update
- The Cabinet reviewed the CARE report.

State of the College May 9 (SB)
- Sandy Bauman
  - Welcome, Milestones, DEI, Summer & Fall events
- Jessie Pate & IDEA
  - Overview of the mission and scope, and current work.
- Cari Schwen
  - Budget
- Kelley Turner
  - Safety and HR
- Lewis Jackson
  - K12 initiatives
- Kelley Turner
  - Summer construction and moves.
- Robyn Kiesling
  - Cosmetology, Art, LCPR
- Ryan Loomis
  - Community Education Center
- Abby Rausch
  - Marketing, New Ads
- QWL Employee Excellence Award

Professional Development (SB)
- Offer monthly professional development on protecting your mental health when helping people with issues.
- Offer professional development to faculty on program promotion.
- NISOD membership is less than $1000/year.
  - Good resources available
  - Try one first before becoming a member.
Tyler Trevor & Data Presentation (SB)
- The presentation will showcase statistical data on national and regional graduation rates, performance funding, and comparative funding between institutions.
- Schedule a visit in August.

SkillBridge (SB)
- Overview:
  - HC was approached by SkillBridge to consider becoming a training school for veterans who are ready to transition out of the military.
    - A veteran is placed at HC as an intern in their area of expertise.
    - The military pays the salary. Enlisted or higher.
  - The other choice is to become a training site which is very involved. The focus of the training site is to identify employers and educational opportunities.
    - The military pays the salary. Enlisted or higher.
- Discussion:
  - Is there a conflict with unions?
  - HC does not have the personnel or time to train a rotating group of interns.
  - Internal transitions could be problematic. HC does not have direct hiring authority.
  - Target open positions.
  - Ask for clarification about the fees.
    - Annual fees, placement, and management fees.
  - Prior Learning Assessment (PLA): Helena College does not have a solid process to recognize prior training/learning and assign equivalent credits.
  - CEC may be a better choice for the program.
- Follow up with a second meeting.

Multi-Factor Authentication (ME)
- Multi-factor identification for verification is better than single sign-in verification.
  - MUS will move to multi-factor identification institution by institution.
    - HC will move to multi-factor identification in the fall of 2023.
      - Staff, faculty, and students.
  - Sandy will announce the change in the SOTC presentation or MMM.
- Discussion:
  - What is the workaround if someone does not want to use their personal cell/phone or email?
  - How will it work with multiple UM and HC accounts?
    - Mel is aware of the problems. IT is working out a solution.

Chat Software (ME)
- Retain the software and change the function from “Chat” to “Contact Us”. Route the inquiry to the correct department.
  - Re-format the directory by department.
Backup Best Practice (ME)
- MSU & other affiliates lost stored information in a cyberattack
- The best practice is to store information in other places other than the shared drive. Add files to one drive and/or move to an external hard drive.
  - MS Teams uses SharePoint which is “safe”, but nothing is safe unless it is backed up on a hard drive.
- Discussion:
  - The database is on a virtual server that is backed up nightly.
  - Push one drive. Identify critical areas and purchase external hard drives for the needed areas and store them in the vault.
    - Mel will send out One Drive instructions to the campus.

Soapbox Derby HC Participation, Sept. 15 & 16 (SH)
- HC was approved by Point S to partner with them to support the Soapbox Derby.
- Kits are provided to the participants.
  - Location: Helena Walking Mall
  - A car show is scheduled also.
  - Volunteers are needed to judge, and man stations and booths.
    - Enter an HC car

Construction Event with Helena WINS
- May 19, 2023
  - 500 8th graders will be bussed to APC
  - Time: 9 to 2 p.m.
  - Outdoor exhibits in the parking lot
  - HC swag.
  - VR Googles in the AP Lecture Hall
- May 20, 2023, is open to the community.
  - Time: 9 a.m. to noon
  - Food Trucks
  - Vendors in the Lecture Hall.
  - CDL Truck
  - Outdoor exhibits.

Student Shadowing (SH)
- Twelve HS students shadowed APC last week.
  - Shadowing is more meaningful than tours.
  - Does K12 or Enrollment manage and promote student shadowing?
    - Involve all of the programs HC offers.
      - Gen Ed, Cosmetology, Nursing, and Skilled Trades