DEAN’S CABINET MINUTES
MONDAY, JULY 3, 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, Comms, & Alumni Relations
- ☒ Carl Schwen, Exec. Director of Retail Services
- ☒ Paige Payne, Executive Assist. to the Dean/CEO (recorder)

Mastermind Discussion:

Approve Minutes
- Mel Ewing motioned to approve the June 19, 2023, minutes. Kelley Turner seconded the motion. The minutes were approved.

Questions about Updates?
- The floating holiday was granted when HB-13 was signed in April. The law rescinded the General Election Day holiday for state employees replacing it with a “floating holiday.”
- The floating holiday is a calendar year annual leave. The floating holiday can only be used as a single eight-hour block of time that expires annually. It does not roll over, and it does not accrue any value upon separation.
- The floating holiday policy for the MUS will come through OCHE.

SOC Update:
- An alarm went off at the APC early Monday morning, and Sandy Bauman received a call to check the building. The list will be restructured so that Kelley Turner will be called first instead of Sandy.

CARE Update: None

Cabinet Meeting Schedule AY 23-24 (SB)
- The Cabinet will continue to meet on Mondays at 8:30 a.m. at the APC Lecture Hall.

Policy 200.3 Review. (SB)
- Edits
  - Each Career Technical Program of Helena College will be represented by an advisory council. Other institutional functions, as deemed necessary, may maintain an active advisory council with Dean’s Cabinet approval.
  - New bullet: Membership of each council will be reviewed annually by the faculty, staff, and administration. (b)
  - Membership of advisory councils will be recommended selected by the appropriate faculty, staff, and administration of the area.
  - Members will have relevant knowledge, perspective, or experiences that will bring value to the council.
  - The division program director shall attend each academic advisory committee meeting.
    - This statement will remain as is.
Agendas and minutes from each meeting will be recorded with the appropriate supervisor and posted on Helena College's website for public viewing.

- Currently, only the minutes are posted. In the future, the meeting agenda will also be posted.
- The purpose of the advisory councils in the General Statement section will also be edited.

Vendor Policy (CS)

- UM will be enforcing the policy that all vendors must be current in UM Payment Works and Banner Finance and legal to do business in the United States.
- Payment Works asks for the vendor’s legal business name, Tax ID information, addresses, and an email for two-step verification. Payment Works checks the status of the vendor through the IRS. The account must be renewed every five years.
  - The Business Offices will post updated instructions for vendors to complete payment works and a list of approved vendors.

Parking Discussion cont’d (KT)

- If HC plans to change the parking fee structure, the change may have to go through the BOR because it is a fee.
- The discussion will continue after Tyler Trevor gets back to Sandy and Cari about the fee change.

Repeated Training in Vector (SD)

- Vector training can be set up on an automatic rotation so all employees receive the training on the appropriate timeline. The following department chairs will determine the timeline.
  - Sarah Dellwo: FERPA & ADA
  - Valerie Curtin: Sexual Harassment, Title IX
  - Kelley Turner and Valeri Curtin: Clery
  - Mel Ewing: Cyber Security
- Note: Defensive driving is offered in Vector and through a third party.

Using Artificial Intelligence (AI) Policy for HC (RK)

- Watch for MUS and UM policies.
- Western has a think tank that discusses AI, how to use it as a tool, and guidelines to protect the university.
- Robyn K. and Mel E. will collaborate to determine a direction for Helena College.

Jessie’s SWOT

- Jessie reviewed her SWOT plan.