

DEAN'S CABINET MINUTES
AUGUST 14, 2023

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 ...
- **Cari Schwen**, Exec. Director of Retail Services
- **Paige Payne**, Executive Assist. to the Dean/CEO (recorder)

Mastermind Discussion:

Approve Minutes

- Kelley Turner moved to approve the minutes. Sarah Dellwo seconded the minutes. Approved.

Questions on Updates?

- The Sentinel software will be installed on each computer by an IT tech, instead of an electronic push.

ID Days Welcoming Comment Topics

- Send topics to Sandy.

Classroom Door Access and Schedule

- All classroom doors are fobbed.
- IT would like to place the internal doors on an unlock/lock schedule.
- **Donaldson**: 7 a.m. to 9 a.m. Exceptions will be determined by Nursing Director and Gen Ed Executive Director.
- **APC**: 6 a.m. to 7 p.m. CDL has a late class. Exceptions will be determined by the Executive Director of CTE.
 - If the door is unlocked and shut, the door will stay unlocked.
 - If the emergency button is activated, the doors will lock automatically.

L&C Library Bookmobile at HC and Parking (RK)

- The Bookmobile will visit Donaldson on September 8.
- Location: Front of the building at Donaldson or in the adjacent east parking area.
- The event will be promoted on social media.

Wellness Webpage (VC)

- In the left-hand column, "Call 911 and Supervisor on Call".
- If there is an unsafe situation, there needs to be a contact number.
- Decision: Remove "and" and reword the sentence. Emergency call 911. Non-emergency call the SOC.

Ellucian PATH Scholarship (VC).

- Atalyssa Neace and Kyra Merchen applied for the grant.
- HC was awarded a grant to the Ellucian Path Scholarship to provide emergency funds for students in need at HC. HC received \$15K.

Schedule IT and Aviation Academic Program Reviews

- Monday, Sept. 11: The IT academic program review is scheduled at 8:30 a.m. at the APC Lecture Hall
- The Aviation review will be at 1 p.m. at the APC Lecture Hall
- Jessie's report is due by Sept 27.

East Parking Lot Access for Fall (SB)

- The gates will be kept open during the fall semester when the college is open and closed when the building is closed or on weekends.
- The system is not able to open and close wirelessly yet.
- Consider posting signs: "Authorized Parking Only"
- The target date is spring semester.

Leadership Helena Participant Volunteer (SB)

- A volunteer replacement is needed because Abby cannot commit this year.

Building Coverage Plan for Fall (SB)

- Radio ads will target HC 's need for employees.
 - A student account representative and custodians are needed.
- The Cabinet is considering options to cover the buildings until employees are hired.
 - Altering maintenance personnel schedules.
 - Offer additional compensation.
 - Temporary employees.
 - The Union requires two weeks' notice if a schedule changes.
 - Snow removal will be a problem if HC cannot hire employees.
- The APC crew will shift to cleaning next week.
- Donaldson is in better shape. Jeff Nelson will be working on Saturday at Donaldson starting September 9th.