DEAN’S CABINET MINUTES
WEDNESDAY, JULY 8, 2020
Virtual Meeting

CABINET MEMBERS:
- ☒ Sandra Bauman, Acting Dean/CEO
- ☒ Tammy Burke, Exec. Dir. CTE
- ☒ Valerie Curtin, Exec. Dir. Compliance/Fin. Aid
- ☒ Jessie Pate, Dir. IR /Effectiveness
- ☒ Donna Breitbart, Director of Marketing & Communication
- ☒ Robyn Kiesling, Exec. Dir. Gen Ed & Transfer
- ☒ Sarah Dellwo, Exec. Dir. Enrollment
- ☒ Mike Hausler, Director of IT
- ☑ Vacant, Asst. Dean of Admin Affairs
- ☑ Paige Payne, Executive Assistant to the Dean/CEO (recorder)
- ☑ Susan Briggs, Consultant
- ☒ Terrie Iverson, Consultant

Helena College Mission: Helena College University of Montana, a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community.

Pre-Reads:
Minutes from 7/1/2020 approved.

DEAN’S OFFICE

HC Cares Kit Plan Update
- Cari S., John R., and Donna B., are working together to gather costs and determine the proper contents of the kit. They will report findings to BMT next week. Supply chains and the practical use of the contents are being considered

Healthy Fall Start Taskforce Mask Update
- The Commissioner is requesting a consistent message across the system about face coverings. A statement will be released soon.
- The statement will include ADA/Disability verbiage. Some cannot wear a mask for medical reasons and there is a potential for discrimination against those who do not wear a mask.
- Helena College is currently modeling mask use.

CFO Update
- UMW’s Mike Reid will join HC’s staff on September 1, 2020 in a shared-role model.
- UMW is going to hire a Human Resource Generalist and HC will cover the salary.
- HC is working on a MOU with UMW for the details of the arrangement.
- Mike will be on campus weekly and will occupy 102B, Laura’s office. The partition will separate the office from the rest of the room. HC will use the partitioned space for meetings.

Diversity & Inclusion
- The D & I committee is without a chair and the needs of HC have outgrown the effectiveness of a committee.
- Cabinet is going to take the lead to create institutional core values to include diversity, inclusion, and equity.
- Cabinet will focus on defining the role of a diversity officer through professional development training.
• **TASK:** Sandy B., will meet with Kim Feig to get her input about Cabinet’s direction on Diversity and contact Ariel Donahue (MSU D & I Officer) to invite her to speak to the Cabinet on Diversity in the future.

**Become an Alum Information**
• The Become an Alum program was successful at UM. The program identifies students in the local area who have credits, but have not completed their degree.
• The program enlists Job Service to provide a representative on campus to help students identify what field to pursue based on their credits.
• OCHE provides the list of potential students.

**Drinking Fountain Update**
• Maintenance cleans the fountain daily. The water bottle dispenser area will be disinfected thoroughly. The bathrooms and fountains will be cleaned hourly when classes resume.
• Maintenance was able to turn off the water to the drinking stream while allowing the water bottle dispenser to fill bottles.

**Personal Hygiene Pantry Update**
• **TASK:** Sandy B. was unable to speak to Deb Micu about the pantry’s budget and sustainability. Sandy will report at the next Cabinet meeting.
• **TASK:** Robyn K., will ask ASHC the amount the student government is willing to contribute monthly to the hygiene pantry and report back.

**Policy Review**
• The Cabinet is going to review 1-3 policies a week.
• **TASK:** Review policy 100.1 (Policy Procedure), 600.13 (Appliance Use on Campus), and 600.14 (Temperature).

**Yearly Performance Review**
• Complete reviews by September 30, 2020.
• The emphasis of the reviews this year are to tie together departmental goals, annual plans, and personal goals in relation to HC strategic goals.

**MARKETING AND COMMUNICATION**

**Campus Signage Update (DB, MH)**
• Donna will start to work with each unit/department individually to determine signage needs.
• John Rutherford will finalize the plan.
• Tammy Burke is printing signs for the APC.
• The campus traffic flow plans are not established yet.
• The Welcome Center’s space is wide open and needs floor signs, standing signs and possibly partitions to conduct traffic.
• **KEY DECISION:** The Cabinet agreed that the sign-in sheet at the Welcome Center was not tracking incidental exposure. The purpose of the sign-in sheet was to help track where maintenance track needed to disinfect during March, April, and May.
• Robyn is concerned about the set-up of the Student Center. She will meet with John Rutherford to map out the seating in the SC.
OTHER:

PureView COVID Testing
• PureView offered to provide drive-by COVID testing for the students and staff at HC before classes start on August 17, 2020. The testing would be scheduled around August 1, 2020 to assure results by August 17th.
• HC cannot mandate the testing, but can promote it.
• TASK: Sandy will follow up with Brock Tessman about PureView COVID testing.
• Revisit at the next meeting.