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 Services
- ☒ Michael Reid, Asst. Dean of Admin Affairs
- ☒ Paige Payne, Executive Assistant to the Dean/CEO (recorder)
- ☒ Susan Briggs, Consultant
- ☒ Terrie Iverson, Consultant

9/2/2020 Minutes Approved

Mastermind Discussion

Amended Policy Feedback and Discussion
- The suggestion to ban the use of Scentsy warmers and other fragrances on campus was not a safety issue and will not be addressed in Policy 600.13.
- A flat fee of $50 per refrigerator will remain as stated in the policy instead of using the Energy Usage Estimation designated to the appliance. (Procedures>Refrigerators)
- The last paragraph of Policy 600.14 will be deleted from the policy.
- Policy 100.1 or 500.1 did not receive any suggestions.
- The policies will be posted on the HC Website for five days for the final review.

Winter Term Update from Focus Group (RK)
- The schedule is completed and registration begins on October 16. Enrollment will provide the advisors consistent fee language.

Winter Session Fees (VC)
- The fee for the winter term is $125 per credit, making the class more expensive than taking the class in the spring.
- The Cabinet discussed different ways to lower the costs to the students, including using HEERF funds, HC Grant, and the Dean’s fee waiver.
- Decision: Students will be advised that there are funds available to offset the cost of the winter term depending on eligibility for the HC Grant, 40 Dean’s waivers at $375 per waiver and other assistance.
- Donna will create a one sheet to advertise the available funds and provide the information to students, the campus, and advisors.
On Call Schedule – finalize 2020 & 2021 (SB)
- Correct Sarah’s name on the schedule and add her to the 2021 Spring Schedule.
- Provide feedback or changes to Sandy
- Post the schedule in the HC Campus Channel> Supervisor On-Call (SOC) Schedule Channel>File

Student Technology Survey (JP)
- Jessie Pate shared the results of the student survey for internet and computer availability and access.
- The data will be shared with the Directors and in the MMM.

Personnel & Announcements (VC)
- The quick resignation of a front line advisor and the lack of communication to the campus caused confusion and concern.
- In the future, a memo will be emailed out to the campus via marketing. It will be the director’s responsibility to get the information to Donna.
- The information will also be included in the HR Memo.

Well-being of Employees (VC)
- The administration will look for ways to reduce employee/staff stress on campus:
  - Provide special perks like coffee, etc.
  - Break room follow up – are staff using the Student Center for lunch?
  - Resiliency forums through UMW’s team. (Mike Reid will follow up)
  - Allow employees to work from home occasionally.
  - Schedule gatherings in a park to relax and talk while distancing.
  - Offer more open forums with the Dean.

SEP Action Plan/Items for AY 20-21 (RK) (Strategic Enrollment Planning Annual Goals and SEP Recommendations List documents in Teams)
- Robyn Kiesling and the SEP committee has outlined the annual goals and recommendations.
- The Cabinet’s assignment is to evaluate current space usage at both campuses. SG4.5 Michael Reid will take point.

Recruitment (DB)
- Donna is gathering recruitment material from other colleges for reference.
- She asks that each Cabinet member request materials.
  - MSU, Lewis & Clark, U of Washington, Big Bend, Carroll College, GFC, Bakersfield, and others.