DEAN’S CABINET MINUTES
WEDNESDAY, NOVEMBER 4, 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 Services
• ☒ Michael Reid, Asst. Dean of Admin Affairs
• ☒ Paige Payne, Executive Assistant to the Dean/CEO (recorder)
• ☐ Susan Briggs, Consultant
• ☐ Terrie Iverson, Consultant

Outstanding:
• Are there additional funds to support the Fire Rescue Training Center and nursing upgrades? (MR)
• Michael Reid and John Rutherford create a visual map to start the space assessment and utilization.
• HC/UMW Webpage Collaboration Update (MR)
• Professional Development (JP)

*Note: Oct. 28 Cabinet meeting canceled.

Mastermind Discussion

Minutes from 10/21/2020 & 10/14/2020 approved.
(Add “to resume” in United Way paragraph in 10/14/2020 minutes)

Review policies: 200.5, 200.6, 300.3, and 800.4

Policy 300.3
• The current policy is out of compliance. The proposed update changes the documentation clause.
  Documentation may be required instead of always required.

Determination: Cabinet approves the revision. Send the draft to Joint Directors for review.

Policy 200.6 & 200.5
• This policy indicates that HC must adhere to and be consistent with UM’s policies and procedures. Since UM can change their policies and procedures without HC knowing, Mike Reid suggests not developing an independent policy and reference UM’s corresponding policy instead. All UM policies have been reviewed by legal.
• Ask UM to notify HC when a policy is updated or removed or take out the statement that HC will follow the UM policy.

Determination:
  o Sandy will check in with UM Chief of Staff, Kelly Webster, to ask her advice on the best way to notify HC of any policy changes. Possible solutions: Include HC in the review process, email notification, or other.
  o Audit HC’s policies and compare to UM policies. Retain the policies specific to HC needs and organizational structure. After the audit, add statement “HC adheres to UM’s policies” and provide a link to the UM policy to that apply.
Policy 800.4 Printed Materials
- The current procedures are not followed at HC and the link is outdated.
- The designated official, Asst. Dean of Academic Affairs, is no longer a position at HC.
- Policy 800.4 ties to Policy 600.7 Facility Use. Upload Policy 600.7 for review.
- UM removed their similar policy and created an all-encompassing policy to include and expand the following topics: freedom of speech, distribution and posting of printed materials, political campaigning, commercial and charitable solicitation, and public assembly zone.

**Determination:**
- Donna will check with UM legal to dissolve the current 800.4 policy and adopt UM’s freedom of speech policy.
- Replace Assistant Dean of Academic Affairs with “Director of Marketing and Communication” in the current policy and repost until Policy 800.4 is revised.

Art Showcase Location 3/1/2020 to 4/19/2020 (RK)
- Annual Art Showcase committee is requesting secure space for a mini-showcase, a large 7 ft. case, and wall space for up to 40 pieces of art on both campuses.
- Suggestions: Fire Bay, HC Bookstore, APC Hallway, and Library.
- Smaller shelving is going to be set up in the Library, creating more display areas. Check with the LLH Director first.
- Each artist signs a form releasing HC from liability and loss.

**Suggestion:** Display the art throughout the two campuses using the fire bay, LLH, front display case, and the APC hallway next to the front offices. Provide signage at each location.

Holiday Fun (RK)
- Do one fun event each week in December and include the APC.
- Ideas: hot chocolate, potluck within COVID rules, etc.

Clothing Allowance (MR)
- The CBA allows $200 for safety equipment and clothing.
- Procedure to purchase safety equipment and clothing:
  - Purchase the clothing/safety equipment with personal funds and submit for reimbursement to comply with CBA and ProCard policy. Personal use items cannot be purchase with a ProCard.
- Tammy B and Mike R will meet to define “safety equipment and clothing” versus “required uniform/work shirt”.