DEAN’S CABINET MINUTES
WEDNESDAY, FEBRUARY 10, 2020
Virtual Meeting
CABINET MEMBERS:

- ☒ Sandra Bauman, 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
- ☒ Michael Reid, Asst. Dean of Admin Affairs
- ☒ Paige Payne, Executive Assistant to the Dean/CEO (recorder)

reads: Student Calendar Survey Email from Dean

Mastermind Discussion

Questions/Comments on area updates?
  - Add Faculty Excellence and Staff Excellence Award plan on next agenda.

Approve Minutes from 2/3/2021
  - Approved. Fix grammatical errors.

Suggestions for HC Advisory Board (SB)
  - The Advisory Board has not met in three years.
  - Send SB recommendations for every segment of the community by Tuesday, February 16, 2021.
    - o Brian Obert MBAC,
    - o Cathy Burwell, Helena Chamber,
    - o Josh McKay HSD,
    - o St. Peter’s representative,
    - o Scott Eychner, DLI
    - o Dean Mack, SHRD
    - o Carol Rule (Job Service),
    - o Fire sector representative,
    - o Morrison Maierle computer consultants for tech sector,
    - o Tim Mahlem MDOT
    - o Dustin or Jessica from Boeing,
    - o Kelly Creswell, Reach Higher.
    - o Lisa Cordingley, Director of Helena Education Foundation
    - o UM Transfer partner,
    - o Muffy Funk (D) and Julie Dooling (R)
Employee Satisfaction Survey (JP/SB)
- An employee satisfaction survey is administered every three years. The first one was in 2015 then 2018. The next survey will be scheduled in fall 2021 in mid-September/October.
  - Cost estimate is $1500 through Ruffalo Noel Levitz.
  - Results from the previous surveys are on the Institutional Research webpage.
- Determine the process before the survey is distributed in the fall of 2020.
  - Make the process transparent and include a plan of action based on the results.
  - Share results with three groups; staff, faculty and joint directors.
  - Dedicate an open forum for discussion about the survey results.

Student Survey on Calendar (SB)
- A late start in January with a winter term was the overall choice.
- HC will determine the calendar by merging all of the campus feedback and MUS recommendations. January 18 is the latest start date in the MUS recommendation.
  - Remove spring break and add an extended break. End the semester earlier by one week scheduling graduation on May 7. This allows a week to prepare for before summer courses start. Sandy and Sarah will finalize the calendar.
  - Final Schedule posted in the MMM on 2/15/2021
    - Fall 2021 – August 30-December 17
    - Winter Break – December 18-January 17
    - Spring 2022 – January 18-May 5

Discussion about distributing the student face coverings. (SB/PP)
- APC will distribute directly to the students and employees.
- Nursing will distribute face coverings to their students.
- Marketing will invite students to the Donaldson campus to a weeklong “open house” to pick up a face covering and check out the new pods and Campus Store through a Mail Chimp announcement/invite. Students who do not want to come to campus will be asked to respond to the announcement with a request to mail their face coverings and provide an address by a certain date.
- During the week, offer a 20% off a drink at the coffee bar. A student or employee must be wearing one of the HC face coverings to receive the discount. (Business Services approval needed)
- A master list in the CARES Kits MS team file will be used to record who picks up a mask at campus.
- The student face coverings will be available at the LLH, Cashiers Office, and Welcome Center. Some type of ID required.
- The date of the open house is to be determined. The face coverings will be mailed the week after the open house through state mail.

Professional Development (PD) Webpage (JP)
- Add a box for easy access to professional development links on the employee portal.
  - Include PD committee information
  - Links to TeachPoint, Linked-In Learning, PD news, and resources.
- Invite Sandy to the next PD committee meeting to discuss the following from Cabinet:
  - Discuss the committee’s mission as an institutional committee.
  - Can the committee add SEP pathway to the mission?
Who oversees the overall direction of professional development for the campus?
Can the committee take charge to procure PD for the campus?
Can a portion of the PD funds be set aside to engage outside training?

**Painting classrooms and installation of wireless access points before technology installation using GEERs and HEERF/CRRSAA funding. (RK)**

- Is it possible to paint the classrooms and install the wireless access points for the Smart Boards purchased by the GEER grant? The Smart Board technology has to be installed before the June 30th deadline.
- Mike Reid will follow up with John Rutherford. Five classrooms need new paint, four on the DON campus and one at the APC. The lecture hall will be a big project. Send a prioritized list to Mike Reid.
- Funding source was not discussed.

**Mural update (RK)**

- Mural proposal is an overview of Helena.
- The size of the mural is 10’ x 12’, in color, on painted cinderblock, either on the middle hallway down from IT or outside DON 123.
- Additions to the sketch:
  - Incorporate names on a smaller map.
  - Do a digital rendering to make stickers.
  - Incorporate the sculpture in front of HC in the center of the mural.

**Sculpture for Holter Museum**

- The sculpture is complex and requires more planning and a meeting with the engineer.

**Marketing Updates**

- Deidra Murray’s (MUS Internal Auditor) last day is February 12, 2021. Rebecca Powers will take her place.
- ASPECT SSL certificate for WEB security being finalized.