DEAN’S CABINET AGENDA
WEDNESDAY, MARCH 17, 2021
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 Breibart, 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)

Note: Cabinet was canceled March 3 and 10.

Minutes from 2/24/2021 approved.

Two-year Affiliate Meeting Notes:
- The healthy guidelines will stay in force through the summer.
- The hope is to change the guidelines for fall 2021.
- CDC may change the 6 feet to 3 feet.
  - Specific to the K-12 schools.

Vaccination Update:
- Vaccinations are open to the population starting April 1.
  - Care Here is scheduling shots.

New Stimulus Funds Use
- ZOOM
  - The faculty prefer ZOOM over WebEx.
  - Is it possible to pay an early termination fee and terminate the WebEx account and support ZOOM?
  - Teams works well, even for external contacts.
  - Ask Mike Hausler to start the process to investigate a ZOOM contract.
    - Can HC tie into the UM ZOOM contract?
    - Make the argument that the platform is better to fit funding guidelines.
- Learning Management System (LMS) i.e., Moodle
  - HC shares the cost with UM
  - The back-end cost is very high due to IT man hours.
  - Is it worth purchasing a different platform that may be more expensive on the front end but worth it?
  - Discuss at the next IT/Academic meeting.

Graduation Update
Graduate invitations went out to prospective student today, Wednesday, March 17, 2021.

Budgets & Hiring
- Mike Reid is going to work with Mary Twardos on the personnel budget
- The Director of Student Life position is posted.
  - What is the budget for the new position?
  - The wellness fee pot will support some costs.
- The financial aid position will be posted soon.
- Deb Rapaport will hire a nursing instructor for the next academic year.
- Alumni may need a budget also.

Perkins
- The Perkins grant funding will be less next year.
- HC needs more PELL eligible students.
- Suggestion: Start a post card campaign. Students are not reading the emails.
- Directors will prioritize the Perkins funding.

Professional Excellence Awards & Tenure:
- Prof. Excellence Award presentation:
  - Award at the graduation ceremony.
  - Video the presentation.
  - Announce in MMM.
- Announce tenure recipients in the fall.

Perception of HC:
- Marketing is working on the external perception and branding identity of HC.
  - HC license plate design is drafted and moving to MVD/corrections for approval.
  - Enter the HC diesel trucks in the Vigilante Parade.
  - Helena College mascot for eSports

eSports
- The competitive games by the eSport team will be determined by the competition and HC team guidelines.
  - How will HC monitor the violence rating of some of the games played by individual students?
- What specialized equipment does eSports need?
  - Open spots in the e-sports area for personal laptops.
  - Headsets or extra TV’s?
  - Update after conversation with Mike Hausler.

Computer Labs:
- Determine the number of computer labs HC needs in the future. HC is lab heavy.