DEAN’S CABINET MINUTES
WEDNESDAY, MAY 19, 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 Breitbart, Director of Marketing & Communication
• ☒ Robyn Kiesling, Exec. Dir. Gen Ed & Transfer
• ☒ Sarah Dellwo, Exec. Dir. Enrollment
• ☒ Terrie Iverson, Consultant
• ☒ Paige Payne, Executive Assistant to the Dean/CEO (recorder)

Reads:
Campus Climate Summaries
Spring 2021 Enrollment Dashboard

Questions/Comments on Area Updates
• HEERF III funds will be used to help students pay off any outstanding balances with their permission to promote retention.
• Financial Aid (FA) mailed postcards to those who applied but did not commit, pre-Covid students, and Become An Alum prospects to re-evaluate financial situation to provide financial aid or grants.
• Fin Aid will expand grant aid to continuing education students too.
• Fin Aid will auto award summer the same as spring procedures.
• Outstanding balance $167K
• How far back HC can go to help students to pay off debts?
  o Val will check the dates of reciprocity.

Dean’s Updates
• CFO position is posted. Position allowed to reside in Dillon or Helena.
• Sandy is meeting with the Health Dept. to discuss the guidelines moving forward.
  • Contact tracing
  • Event hosting guidance
  • COVID testing
  • Vaccine availability
  • Surface disinfecting
  • Drinking fountains
  • Morning self-checks or recommendations if unwell
  • Vaccine clinic at orientation
Mastermind Discussion

Minutes approved from 4/28/2021 and 5/5/2021 notes.

BOR Update on HB 102 (SB)
- All regents requested judicial review.
- Will there be a stay of the policy if there is a judicial review?

Spring 2021 Census Dashboard (JP)
- Enrollment likes to see the dashboard, retention, and new student data and feels the information is relevant.
- Can program data be split out course by course?
  o No, an individual audit is the best tool to gather the data.
  o SEP will start to calculate completions and retention in AAS programs soon.
- End of term dashboard will be published soon.
- Recommendation: Provide a dashboard with dual enrollment data and one without for comparison.

Campus Climate Recommendations (SB, DB)
1. Building campus confidence in HC’s harassment and discrimination procedures.
   a. Address the concern through the Dean’s office along with Valerie Curtin (Compliance), Mary Twardos (HR), and the new Student Life Director.
   b. Emphasize HC policy and procedures when a student or employee is hired.

2. Prioritize Wellness on Campus
   a. Add a Wellness Spotlight to the MMM.
   b. Can use EAP information from HR and ask the Wellness Champions to provide information.

3. Employee Satisfaction
   a. The Cabinet felt the data for employee satisfaction was not a true reflection of the current climate on campus due to the pandemic.
   b. Recommendation: Conduct a new survey as planned in the fall and re-evaluate recommendations. The data will be a truer reflection of employee satisfaction.

4. Diversity & Inclusion Advisory Council
   a. Ask for clarification:
      i. What is the difference between the current D & I Committee and the recommended members for Advisory Council?
      ii. What are the roles and objectives?
      iii. Would the council replace the D&I Committee?

Further Discussion
b. Instead of adding the Institutional Diversity Officer (IDO) to Cabinet, the place for IDO is in Directors because that is where there is the most influence at the student level through procedures.

c. Wait until the fall when the Director of Student Life is on board to determine the next step and a procedure to answer questions that arise from the summary.
   i. For our fall campus return events create an infographic and post it to the website.
Review #5 through #10 at the next Cabinet meeting.