DEAN’S CABINET MINUTES
WEDNESDAY, JULY 7, 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)

Note: Cabinet did not meet in June 9, 16, 23, and 31 due to scheduling conflicts.

Approve Minutes from 6/2/2021
- Minutes approved.

Campus Climate Survey Discussion (SB)
- Build campus confidence in the college harassment policy procedures:
  - Sandy is meeting with a team of people to make sure the college is clear about what our harassment discrimination policies are and how HC is educating the campus.
- Prioritizing Wellness
  - Wellness spotlight in MMM.
  - Emily Schuff, Director of Student Life, will focus on student wellness.
  - Kognito available to employees and students.
    - Kognito is a suite of products to educate faculty, staff, and students about mental health and suicide prevention.
- Employee Satisfaction
  - Employee Satisfaction Survey will go out in October. Kim Feig will help customize the questions to address previous concerns highlighted in the Climate Survey.
- Advisory Council
  - The Council will be an ad hoc group with a specific project. There will be some overlap between the Council and the D & I Committee, but the membership will not be the same on both.
    - D&I Committee will continue to provide programming and support.
    - Diversity Council will write an action plan and disband at the end of the year.
- Hiring practices in line with best practices.
  - Kim Feig will meet with HR to review practices and make recommendations.
  - Before implementing the recommendations, HC will ask UM HR to review the suggestions.
- Transparent Data
  - NWCCU requirement.
• Recommendation: Review exit interviews as a whole every 6-12 months for any red flag patterns.

• Website
  • When the website is updated, diversity will be reflected in the language and photos.

• Cabinet Position
  • Participation in the Director’s meeting will have more influence.

• UM is hiring a DEI position.
  • Use Affiliation to connect HC and UM DEI efforts.

Annual Work Plan Report (SB)
• IDEA committee is on track to review the current annual plans.
  o The three strategic goals picked last year showed a large increase in focus.

  • Recommendations and priorities for the upcoming annual plans:
    o Focus on SG 3 as a whole: Build community engagement and partnerships.
    o Focus on SG 5.3: Devise and implementation performance metrics for assessing institutional progress towards identified goals
    o Focus on SG 2.3: Demonstrate that students have learned requisite knowledge and skills relevant to their education goals.
    o Recommendation on SG 4 Diversity & Equity:
      ▪ SG4 is too narrow, and HR focused. Add language to broaden the goal.

College Employee Satisfaction Survey (SB)
• The survey will go out in October 2021.
  • Different sections allow customized questions.
  • Stock questions cannot be re-worded. For example the word “trustee” is not a term used at HC, but the word cannot be changed.
    ▪ Set a goal for a review and suggested questions.
      • Send customized questions to Paige by July 30th.
      • Discuss at August 4 meeting.

  • Suggestions:
    ▪ What is the campus and student understanding of Pathways?
      • Include questions about connecting programs to careers.
    ▪ A question about HC policies.
    ▪ Focus on a different topic other than enrollment under “Institutional Goals”.
    ▪ Look at the Campus Climate and Wellness questions and tie the questions into the CESS.
      • Request a list of top questions from the Campus Climate survey that need to be asked again from Kim Feig.
    ▪ Sandy and Paige will look at the 2015 and 2018 customized questions.
Electronic Key Plan (SB)

- Complexity of assigning the keys.
  - There needs to be a group of people with a key in case the e-key goes down.
    - Does the SOC need to be included in the group? Yes
    - Does the SOC have electronic access to the buildings? Yes
  - Current exterior door key list:
    - Rutherford, Dean Bauman, Burke, Kiesling, Haikka, and Hausler.
  - Does the college want adjuncts have access to parts of the campus? Yes, the areas can be assigned.
  - Assignment will be part of on boarding and off boarding.
    - Currently, the Mach form process is not working.
  - What are the access needs of Access to Success/Adult Ed?
  - Layers and Grouping:
    - Administrative Area
    - Business Office
    - Custodial/Maintenance – time based and access to the Cashiers and HR after hours would be restricted.
  - Classrooms are currently unlocked during the day. What will the procedure be in the future?
    - Classrooms will be open. Faculty could keep their key or give Paige/Melanie access to open class rooms if needed.
    - Science labs are locked during the day, so science faculty will need access.
  - There is a record of any access or denied access to any room.
  - Review and update the policy and create a new request form to match the new process.
  - Timeline is the end of July/beginning of August.

- The expansion request made in BMT is to e-key the APC and the upstairs rooms/offices in Donaldson.

Other

- Use the 300K in loss revenue to bid out a new website platform.
  - Use a private company to provide a maintenance contract instead of hiring a webmaster.