DEAN’S CABINET MINUTES  
WEDNESDAY, JULY 28, 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:
Draft Policy 100.3, Appendix A, Title IX Notice Statement

Mastermind Discussion

7/14/2021 minutes approved.

Two Year Leadership Call Summary – COVID & Masks
- CDC revised the mask wearing guideline.
  - The recommendation is to wear a mask if a county has a substantial or high COVID transmission rate.
- The Healthy Fall Taskforce will meet on August 11 to reassess the situation.

Policy 100.3, Sexual Harassment, Discrimination Appendix A, & Notice (VC)
- The policy was completed in coordination with all UM schools.
- The Cabinet approved the draft as the official policy.
  - Valerie will write a MMM guest column to introduce the revised policy.
- The policy, appendix, and statement notice will be uploaded to the HC the webpage.

Student Parking Spot (SB)
- Orientation would like to raffle off a reserved student parking spot for the semester on both campuses.
  - In the past, the students who were offered the student parking spot did not use it.
  - Not valuable to the online students.
- DETERMINATION: Not Approved.

Assistant Dean of Administrative Affairs Finalists
- Cabinet will be asked to have dinner with Ron Muffick on Monday, August 9 and Tricia Fiscus, (Oregon) on Monday, August 16.
  - Terrie Iverson may travel to Helena to meet them both weeks.
  - Silver Star is the first choice at 6 or 6:30 p.m.
• There will be an open forum, lunch with the Dean, tour, and meetings with the direct reports.
  o 002/003, DON Lecture Hall, and APC Lecture Hall are available.

Student Center
• The metal beams and metal door frames will stay blue for now due to an oversight on the plans.
• The ceiling will be repainted the dark gray instead of the lighter gray next summer due to a mistake by the paint sub-contractor and a shortage of paint. At that time the metal beams will be painted dark gray also.
• The orange wall will be painted soon and the flooring will be installed next week.

Two Year Leader Retreat
• Sandy is going to FVCC for a retreat August 5-6, 2021 and will work from Polson next week.

Miscellaneous
• Purchase tickets for 2-5 people to attend the Great Conversations event.
  o Seek approval from the Business Office.
  o Note: Use the Professional Development fund.
• Nominate a 20 under 40 candidate from HC next year.
• The key plan is being finalized by Mike Hausler and John Rutherford.
  o Discuss changing the locking handset on the door between enrollment and administration to a pass-through with John R.
  o Discuss adding an e-lock the door to the staff bathrooms from the exterior hallway with John R.
    ▪ Currently, it is an uncontrolled entrance.