DEAN’S CABINET MINUTES
AUGUST 11, 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 Delwo, Exec. Dir. Enrollment
- ☒ Terrie Iverson, Consultant
- ☒ Paige Payne, Executive Assistant to the Dean/CEO (recorder)

Note: The August 4, 2021, meeting was canceled.

Mastermind Discussion

The 7/28/2021 minutes were approved.

HC Committees (SB)
- Tabled for now – a future conversation.

MUS Vaccine Incentives (SB)
- Smaller incentives under $100 –
  o Town Pump cards can be distributed to vaccinated students.
  o The cards are available from the cashier’s on the Donaldson Campus and will be available from Bridget Guerin at the APC if the BO approves.
    ▪ The student does not have to produce proof of vaccination, but must provide an approximate date and site of the first vaccination.
  o MSU is distributing the cards via online platform.
- Mid-range incentives will be funded through the loss revenue fund or 181K benefit overage fund.
  o Suggestions:
    ▪ Apple Watch, Tablet, earbuds/phones
    ▪ Gift cards held by the BO as prizes.
    ▪ HC Swag, Campus Store coffee cards.
  o Purchase in tiers depending on the response.
  o A complete list of the prizes and the distribution schedule has to be published.
- The 5K incentive will be funded through the contingency fund.
  o 5K incentive award is applied to the winning students’ account.
    ▪ Offer the award in one lump or split the award in the fall and spring.
    ▪ Leave the choice up to the student.
  o Draw on Wednesday, September 22, 2021.
    ▪ Before announcing the winner, the student’s enrollment status will be checked.
      • Obtain the student’s permission to release their name.
      • Access-to-Success students are not eligible.
- Orientation Vaccination Clinic Plan.
  o The County Health Van will park at each campus to administer the vaccines during orientation.
HC will have a table set up in the front of each campus to give out the incentive gift cards and register the students for the other incentives.

- Schedule a different vaccination event pop up the third week for the second vaccine and provide a date for the continuing students to get vaccinated.
  - Schedule lunch trucks and incentive table. (Sept 16 & 17)

- Business Office is keeping track of the distribution of the gift cards.
- Promote the events through HC Student newsletter, orientation, Moodle, class announcements, running message on the clocks, and flyers.
  - Post a vaccine incentive sandwich board out by the cashier’s office and at the APC.
  - Set up pop up tables in Student Centers.

**COVID Call**

- Don’t expect a mask mandate from MUS.
- Each community and campus has different numbers and needs.
- Focus on how to support the employees and staff.
- Travel stays the same.
- The HC Healthy Fall plan is within the MUS guidelines.

**Welcome Back Session Topics for August 24 in the Lecture Hall and TEAMS**

- Summer campus project upgrades.
- New hires in Nursing, Dual Enrollment, Financial Aid, Student Life, and Business & Accounting.
- Farewell to Mike Reid and Janice Colpitt.
- Healthy Fall COVID plan
- Vaccine incentive for students
- Moving out of Starfish and into a new CRM
- Highlight the surveys.
- The administration’s response to the top three concerns highlighted by the Climate Campus Survey.
- Announce RTP for Criminal Justice, Cosmetology, and Avionics.
- Website funding to improve the website.
- New HVAC upgrade
- Student Life Director and Kognito for Wellness
- SEP Workshops
- Alumni Day and Pathway Day
- eSports
- December graduation plans for Dec. 18.

**ASHC (VC & RK)**

- ASHC does not have enough senators or an executive team to approve spending or make decisions.
- The situation hampers Emily Schuff’s ability to plan and fund student activities.
- Suggestions:
  - Review and re-write the ASHC bylaws.
  - Offer tuition waiver for the top two executive as an incentive for participation
  - Define Emily Schuff’s role in ASHC.
Possibly split the fee pot into two categories – Student activities and ASHC Activities and change the spending authority.

Miscellaneous Discussion:
- Great Conversations may like to hold the event at HC in the Student Center in November
  - Wednesday evening
  - Alcohol is served

- WBL Collaborative Update
  - Work Based learning is coming into focus and impacts HC.
    - Non-credit, certificates, micro credentials.
    - There is a trend moving towards funding colleges for non-recognized degrees and certificates.

- Email Connection to Former Employees
  - Former faculty emails are kept open for appeals and student related correspondence.
  - IT feels it is a security risk.

- Tribal Flags Placement after Construction
  - Off the ceiling I-beams in the center of the Student Center or a hallway.
  - Discussion only; a decision was not made.