HELENA COLLEGE
UNIVERSITY OF MONTANA

DEAN'S CAMPUS ADVISORY COUNCIL MINUTES
WEDNESDAY, JANUARY 26, 2022
Virtual Meeting Every Fourth Wednesday at 1:30 to 3 p.m.
MEMBERS:

- ☒ **Sandra Bauman,** Dean/CEO
- ☒ **Tricia Fiscus,** Asst. Dean of Admin. Affairs
- ☒ **Tammy Burke,** Exec. Dir. CTE
- ☒ **Valerie Curtin,** Exec. Dir. Compliance/Fin. Aid
- ☒ **Jessie Pate,** Dir. IR/Effectiveness
- ☒ **Donna Breitbart,** Director of Marketing, Communication, and Alumni Relations
- ☒ **Robyn Kiesling,** Exec. Dir. Gen Ed & Transfer
- ☒ **Sarah Dellwo,** Exec. Dir. Enrollment

- ☒ **Stephanie Hunthausen,** Director of K12
- ☒ **Paul Nicholson,** Fac. Senate Pres. Elect
- ☐ **Steve Lewis,** Faculty Senate President
- ☒ **Julie Adams,** Staff Senate President
- ☒ **Ryan Loomis,** Director of CEC, SBDC
- ☒ **Debra Rapaport,** Director of Nursing
- ☒ **Emily Schuff,** Director of Student Life
- ☐ **Michelle Werle,** ASHC President
- ☒ **Paige Payne,** Exec. Assist.t to the Dean/CEO (recorder)

Mastermind Discussion

Charge:
- Share the information in the area updates and from the meeting to your constituents.
- Pursuing clear and transparent communication campus-wide.

RT Funds (RL)
- RT funds are ARPA Rapid Re-Training funds. 6M of the State's ARPA funding was designated to Accelerate Montana, a non-profit through UM.
  o The goal is to support programs around the state for training and re-training. Accelerate Montana will hire 8 to 13 outreach coordinators.
  o Focuses on employers retraining current or new employees.
  o Remote delivery is preferred and must be a 6-month program.
  o Helena College's CEC certificate programs may be eligible for the RT funds.

Diversity & Inclusion Recommendations (SB)
- The committee is proposing a shift in their mission from performative measures as a committee to influencing policy and procedures from an inclusion lens as a Diversity Council.
  o What is the framework for the council?
  o What Professional Development policy training is available?
- Campus-wide Professional Development (PD) Baseline:
  o The first step for HC is to establish a baseline and offer campus-wide PD.
  o [National Alliance for Partnerships in Equity](#) (NAPE) provides training for DEI.
    ▪ The basic introductory course is titled *Micro-Messaging* builds a basic understanding of diversity and equity.
    ▪ The three-hour training includes interactive breakout and reflections sessions. The cost per session is $3500 plus the material cost for the printable version is $15 to $25 per person.
      • Funding source: PD and DEI budgets.

- NAPE recommends 35 to 40 participants per session.
- Two sessions will be scheduled for April 15, 2022. Students do not have classes that day. One early in the day and one later in the day.
- The asynchronous version is available without the breakouts. The cost is $39/participant. This version will be offered to new hires or employees who miss the session.
  - o Expectation:
    - It is important to have shared knowledge across the campus.
    - Sets a precedent that the college is committed to DEI.
    - The sessions will be required for all full-time employees and faculty.
      - Optional for adjuncts on a volunteer basis.
    - Log certificate through Vector.

On-Boarding Discussion (SB)
- The summary of the Employee satisfaction showed that there were frustrations with the onboarding procedures.
- Conversation:
  - o Rethink the OWL to a group of people who welcome a new hire to campus.
  - o Clarify and improve the communication of who is coming on campus as a new hire.
  - o How do other campuses onboard new employees?
  - o Ensure that the historical information is available and archived for new hires in supervisory/director roles.
    - Start creating procedures on where and how things are filed on the shared drives.
  - o Previously, HC provided an orientation for new hires.
  - o Faculty onboarding is a little different from supervisory and staff.
    - Some universities provide a small stipend for first-time faculty to onboard before the hire date.

ACTION:
- Gather information from the following groups:
  - o New hires and supervisors who just on boarded an employee. (Dean's Office will schedule this)
  - o Staff Senate
  - o Faculty Senate and PAC
  - o QWL
  - o Directors
    - Ask each group to provide a clear understanding of the problem, the issues, and the frustrations in relation to the onboarding process.
- Leaders of each group will bring back the feedback to the next meeting on Feb. 26, 2022
  - o Upload the findings as a pre-read for the next meeting in the DCAC MS team file.
- After the findings are discussed, DCAC will form a workgroup that has representatives from all the reporting groups. The workgroup may be the QWL committee.

Sandy will assign a chair for the next meeting on Feb. 26, 2022.