

DEAN'S CAMPUS ADVISORY COUNCIL MINUTES

TUESDAY, OCTOBER 2, 2023

First Tuesday of the month from 8:30 to 10 a.m.

DON 132

MEMBERS:

| | |
|---|---|
| <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Sandra Bauman, Dean/CEO • <input checked="" type="checkbox"/> Kelley Turner, Exec. Dir. Of Operations • <input checked="" type="checkbox"/> Cari Schwen, Exec. Dir. Fiscal Services • <input checked="" type="checkbox"/> Valerie Curtin, Exec. Dir. Compliance/Fin. Aid • <input checked="" type="checkbox"/> Jessie Pate, Dir. IR/Effectiveness • <input checked="" type="checkbox"/> Abigail Rausch, Director of Marketing • <input type="checkbox"/> Robyn Kiesling, Exec. Dir. Gen Ed & Transfer • <input checked="" type="checkbox"/> Sarah Dellwo, Exec. Dir. Enrollment • <input checked="" type="checkbox"/> Della Dubbe, Dir. Library Learning Hub • <input checked="" type="checkbox"/> Ann Willcockson, Dir. TRIO & Retention • <input checked="" type="checkbox"/> John Rutherford, Dir. Of Facilities & Maint. | <ul style="list-style-type: none"> • <input type="checkbox"/> Stephanie Hunthausen, Exec. Dir. CTE/DE • <input type="checkbox"/> Paul Nicholson, Fac. Senate Pres. • <input checked="" type="checkbox"/> Beau Howard, Staff Senate President • <input checked="" type="checkbox"/> Ryan Loomis, Director CEC, SBDC • <input checked="" type="checkbox"/> Seth Roby, Gen. Ed. Art Instructor • <input checked="" type="checkbox"/> Amy Kong, Dir. eLearning & Faculty Dev. • <input type="checkbox"/> Debra Rapaport, Director of Nursing • <input checked="" type="checkbox"/> Emily Schuff, Director of Student Life • <input checked="" type="checkbox"/> Mel Ewing, CIO • <input checked="" type="checkbox"/> Melanie Heinitz, Exec. Asst. & Office Manager (Recorder) |
|---|---|

Note: DCAC canceled in May, June, July, August and September

Approve Minutes

Jessie motioned to accept the minutes as read, and Cari seconded the motion. All in favor, none opposed, none abstained: motion carried.

As a group, we discussed the purpose of the DCAC: A Forum for all areas of campus to exchange important information and provide an opportunity for conversation/input on decisions.

Together, we discussed and established goals, expectations, and rules of engagement:

Goals:

- Area updates: Need format
 - Future facing
- Input on Decisions
 - Collaborative
 - Understand the impact before implementation
 - Build upon work together
- Transparency
- Big Ideas that transcend a single department
- Planning Process (some examples of important planning to do as a group)
 - Space/building
 - Academics
 - Planning Calendar
 - Employee retention
- Help us apply for grants/manage grants/explore opportunities

Expectations:

- Share with our teams/departments
- Global Thinking
- Process for prioritizing
- Open-minded
- Formal report out for State of the College
 - Where we are
 - Where we want to go
- Look at the aspirational
- Recommendations go to the next level for decisions, when appropriate
- Keep connected to Annual Plans as a way to track the strategic plan
- Incorporate our DISC Strengths
 - Seek Assistance, and keep in the conversation (Nov. Agenda: Add DISC Discussion)

Rules:

- In-person if possible
- Updates forward-looking a week prior to the meeting
 - Calendar Reminder one week out (Melanie)
 - Calendar Reminder two days before (Melanie)
- Assume good intention
- Shorten time to 60 minutes (Melanie change the invitation to 60mins)
- Homework prior to the meeting
 - Pre-reads
- Evaluate effectiveness in a few months / Flexible
- Add to Agenda
- Be Curious and not Judgmental
- Full Attention
- Donuts
- Start with Pulling out updates to move to the agenda
- Timeline – 15 minutes for questions or updates.
- Della adding OER ideas in Teams

Next semester:

Time for all in attendance. Student member time is better in the afternoon.

All Team Members: Add your “non-negotiable, I can’t change” times for spring to the spreadsheet in Teams.
Melanie will send reminders to those who do not add their availability to the spreadsheet.

Format for updates:

- Two sections – updates/announcements and future plans/activities:
- For updates/announcements limit to three to condense and make the agenda manageable
- For upcoming Plans, three sections – 30 days, 60 days, 90+ days
- Identify the resources in your plans
- Set-up for the Agenda: Updates at the end, Mastermind upfront
- Spreadsheet in Teams for non-negotiable dates and times – Cari has ideas on the spreadsheet.