

## DEAN'S CAMPUS ADVISORY COUNCIL AGENDA

MONDAY, JULY 1, 2024

First Monday of the month from 2:00 to 3:00 p.m.

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<ul style="list-style-type: none"> <li>● <del>□ Sandra Bauman, Dean/CEO</del></li> <li>● <input checked="" type="checkbox"/> Kelley Turner, Exec. Dir. Of Operations</li> <li>● <input checked="" type="checkbox"/> Cari Schwen, Exec. Dir. Fiscal Services</li> <li>● <del>□ Valerie Curtin, Exec. Dir. Compliance/Fin. Aid</del></li> <li>● <input checked="" type="checkbox"/> Jessie Pate, Dir. IR/Effectiveness</li> <li>● <input checked="" type="checkbox"/> Abigail Rausch, Director of Marketing</li> <li>● <input checked="" type="checkbox"/> Robyn Kiesling, Exec. Dir. Gen Ed &amp; Transfer</li> <li>● <input checked="" type="checkbox"/> Sarah Dellwo, Exec. Dir. Enrollment</li> <li>● <del>□ Vacant, Dir. Library Learning Hub</del></li> <li>● <input checked="" type="checkbox"/> Ann Willcockson, Dir. TRIO &amp; Retention</li> <li>● <del>□ Vacant, Dir. Of Facilities &amp; Maintenance</del></li> </ul>	<ul style="list-style-type: none"> <li>● <input checked="" type="checkbox"/> Stephanie Hunthausen, Exec. Dir. CTE/DE</li> <li>● <del>□ Paul Nicholson, Fac. Senate Pres.</del></li> <li>● <input checked="" type="checkbox"/> Beau Howard, Staff Senate President</li> <li>● <input checked="" type="checkbox"/> Jeri Bucy, Director CEC</li> <li>● <input checked="" type="checkbox"/> Jason Grimmis, Director of Emergency Management</li> <li>● <del>□ Seth Roby, Gen. Ed. Art Instructor</del></li> <li>● <del>□ Amy Kong, Dir. eLearning &amp; Faculty Dev.</del></li> <li>● <input checked="" type="checkbox"/> Debra Rapaport, Director of Nursing</li> <li>● <del>□ Vacant, Director of Student Life</del></li> <li>● <input checked="" type="checkbox"/> Mel Ewing, CIO</li> <li>● <input checked="" type="checkbox"/> Melanie Heinitz, Exec. Asst. &amp; Office Manager (Recorder)</li> </ul>
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### Mastermind Discussion:

- **Review Minutes:** minutes will be posted tomorrow on the HC website
- **Introductions of all present members:**
  - Welcome the new Director of the Occupational Therapy Program: Michaela Parker
- **Questions on Updates:**
- **24/25 Events within departments: Abby**
  - 3M white sheets about the room to add events from departments
  - Some individuals sent Abby a list
  - Abby will share the final information on all months gathered
- **Fair booth staffing questions: Abby**
  - Overtime pay will be offered per FASFA money
  - No gaps in booth coverage
  - Abby will check on Parking Passes for booth workers
  - July 24-27, 2024
  - Four-hour shifts
  - Employees should not need to pay for parking
  - Per Diem possible (Cari is researching options)
  - 8 tickets per day to attend the Fair
- **Crisis & Emergency Management Report: Jason Grimmis**
  - Updates: covering three campuses (Helena, Butte & Dillon)
  - Operations Plans specific for Helena College during an emergency
  - Basic, threat hazards, resources
  - Dean's Cabinet will be presented with the report
  - Action Plan in all departments within the campuses
  - Education presentation to the different departments
  - All employees and students