

DEAN’S CAMPUS ADVISORY COUNCIL MINUTES

MONDAY, OCTOBER 7, 2024

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

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MEMBERS:

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| <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 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 checked="" type="checkbox"/> Robyn Kiesling, Exec. Dir. Gen Ed & Transfer • <input checked="" type="checkbox"/> Sarah Dellwo, Exec. Dir. Enrollment • <input type="checkbox"/> Kris Goss, Dir. Library Learning Hub • <input checked="" type="checkbox"/> Ann Willcockson, Dir. TRIO & Retention • <input checked="" type="checkbox"/> Dawn Anderson, Cosmetology | <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Stephanie Hunthausen, Exec. Dir. CTE/DE • <input checked="" type="checkbox"/> Melissa Mousel, Staff Senate President • <input checked="" type="checkbox"/> Jeri Bucy, Director of CEC • <input checked="" type="checkbox"/> Seth Roby, Fac. Senate Pres. • <input checked="" type="checkbox"/> Amy Kong, Dir. eLearning & Faculty Dev. • <input checked="" type="checkbox"/> Debra Rapaport, Director of Nursing • <input type="checkbox"/> Katelynn Eberhardt, Director of Student Wellbeing • <input checked="" type="checkbox"/> Jason Grimmis, Director of Crisis & EM • <input checked="" type="checkbox"/> Mel Ewing, CIO • <input type="checkbox"/> Michaela Parker, Dir. OTA Program • <input checked="" type="checkbox"/> Paige Payne, Exec. Asst. (Recorder) |
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Pre-Read(s): Policy 100.5 Draft

Mastermind Discussion:

The 8/5/2024 DCAC minutes will be posted to the DCAC webpage on Wednesday, Oct. 9, 2024.

Questions on Updates – none.

NWCCU Recommendation 5: Committees, DCAC Purpose & Goals

The NWCCU asked Helena College to do a better job of defining and creating processes, procedures, and scopes of responsibility for decision-making groups on campus and differentiate the different types of groups. The Dean’s Cabinet response to the NWCCU recommendation is the creation of the Committee, Council, Workgroup, and Taskforce Policy 100.5.

Discussion about how this group fits into the new Policy 100.5. (SB)

Summary of Discussion by Sandra Bauman:

Name: Campus Coordinating Committee

Mission Statement: Our mission is to foster an environment of collaboration, innovation, and unity within our campus community. By promoting teamwork and cohesive problem-solving, we aim to break down silos and build a transparent and inclusive hub for collaboration and data sharing. We are dedicated to increasing campus transparency, ensuring that every member of our community feels heard, valued, and empowered to contribute their unique perspectives and talents. Furthermore, we strive to provide opportunities for professional development and leadership training, equipping our members with the skills and knowledge necessary to excel in their roles. Together, we will navigate challenges, celebrate successes, and build a stronger, more connected campus for all.

Membership:

This standing committee is comprised of the Dean/CEO, all the directors who oversee campus functions, the Faculty Senate President, and the Staff Senate President.

- Dean/CEO
- Executive Assistant (recorder)
- Director of Institutional Research & Effectiveness
- Director of Marketing, Communications, & Alumni Relations
- Director of Crisis & Emergency Response
- Director of the Community Education Center
- Director of eLearning & Faculty Development
- Director of Nursing
- Director of Cosmetology
- Director of Occupational Therapy Assisting
- Director of Student Wellbeing & Engagement
- Director of the Library Learning Hub
- Director of TRIO & Special Retention Initiatives
- Chief Information Officer
- Executive Director of Compliance & Financial Aid
- Executive Director of Enrollment
- Executive Director of Fiscal Services
- Executive Director of Operations
- Executive Director of General Education & Transfer
- Executive Director of Career Technical Education 7 Dual Enrollment
- Faculty Senate President
- Staff Senate President

There are no set terms of service for this committee. Participation is determined by job duties.

There are no officers for this group. The Dean/CEO or designee leads the meetings, and the Executive Assistant maintains the records and minutes. All members of the group are expected to actively participate in the discussion and provide agenda items.

Meetings:

Meetings are held on the first Monday of each month. If a meeting must be canceled, the Dean's Cabinet will discuss whether to reschedule or wait to meet until next month. This determination will be made based on the time sensitivity of the agenda items. A special meeting may be called if there is sufficient urgency to discuss a topic that requires input from the group.

Each month there will be a designated topic to be discussed within the group, as well as other items submitted by the membership. (Add that calendar here)

Annually, we will select a professional development theme for the year, and members will be responsible for providing a relevant leadership topic to their peers on a rotating basis each month.

Decisions:

This is not a decision-making committee, but rather an information-sharing group. Identifying campus concerns through this forum may lead to the formation of workgroups to address specific needs.

- Discussion about the updates on the agenda:

- Adding 3 current updates per area is working.
- It is difficult to complete the plans for a department 30/60/90 days out.
 - Suggestion: Change the verbiage to future projects/events/plans/initiatives. Estimate the time frame if possible.
 - The future project update creates a list of potential agenda items.
- Other Discussion
 - Ann Willcockson was hoping the group would be a “think tank” that uses data to solve, for example, the low enrollment in a certain program.
 - What value does DCAC bring to the HC Community as a whole?
 - Sandy Bauman is going to research other 2-year college solutions.