

DEAN'S CAMPUS ADVISORY COUNCIL MINUTES

MONDAY, NOVEMBER 4, 2024

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

DON 202

MEMBERS:

<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Sandra Bauman, Dean/CEO • <input 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 checked="" type="checkbox"/> Robyn Kiesling, Exec. Dir. Gen Ed & Transfer • <input checked="" type="checkbox"/> Sarah Dellwo, Exec. Dir. Enrollment • <input checked="" type="checkbox"/> Kris Goss, Dir. Library Learning Hub • <input checked="" type="checkbox"/> Ann Willcockson, Dir. TRIO & Retention • <input 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. Derrick Hauer Guest • <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 checked="" type="checkbox"/> Michaela Parker, Dir. OTA Program • <input checked="" type="checkbox"/> Paige Payne, Exec. Asst. (Recorder)
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Pre-Read(s):

- **Draft bylaw document**
- **Data Discussion Responses Fall 2024**

Minutes will be posted on Wednesday.

Mastermind Discussion:

Q1 Budget Update (CS) 10 minutes

- Nothing alarming. Investments are doing well.
- Revenues are at 99.45% for the very positive fall revenue.
- Summer revenue will be calculated differently in the future. The revenue will follow the fiscal year. The adjustment deducts 27K from the expected revenue this year. The excess funds from 2023 that were carried forward to this year will cover the summer revenue or pay down a bond.
- 1.8M of the overall budget is designated for personnel. The spenddown is at 25.6% and on track.
- Operating capital equipment is at 16.1% which is behind. Plan to make big purchases now. The cut-off is in May.
- Fees are at 40% or better and mapping out well.
- Designated operating is at 12%. Plan to spend more now, not later.

Data Discussion (JP)

- The survey was designed to assist Jessie Pate in choosing the type of data needed to create the dashboards to reflect the needs and trends of the different groups on campus, i.e., faculty, administration, general education, staff, and CTE.
- Canvas will be a great tool to gather data. NWCCU recommendation to provide external-facing dashboards for the public. There will not be any student information on the dashboards. Jessie can meet with departments individually for more specific student data.
- Next steps – KPI data and institutional dashboard.

- Action: Add a data section to the MMM.

NWCCU Recommendation 5: Committees, DCAC Purpose & Goals

- DCAC will review the proposed name for the DCAC, by-laws, and language in the draft by-law document. The group is asked to email comments to Sandy Bauman by mid-November. The final draft will be discussed at the December meeting.

508 Compliance Final Rule is April 24, 2026, from DOE. Will HC be ready? (AW)

- Who is responsible for ensuring that the website is compliant?
 - HC does not have a web developer on staff or someone who knows how to develop, correct, and maintain the web page's accessibility status.
 - The accessibility workgroup would like DCAC to spearhead the effort.
- Discussion:
 - MUS picked YuJa as the platform to check the accessibility of documents and websites. The website oversight has an additional cost.
 - Amy Kong will follow up with MUS to verify what is included in the contract.
 - Even though YuJa checks accessibility someone will have to fix the problems. Does Cascade (CRM) have accessibility features that can be added on?
 - Add the topic to the next Cabinet agenda.
- Follow-up:
 - Cost of YuJa: John Thunstrom from OCHE quote for the YuJa Panorama Website Accessibility Widget:
 - *I have a quote for this tool for Northern that came in at \$1584.35 for 852 FTE. I suspect your price would be pretty similar, probably slightly less. If you'd like me to pursue a quote, please let me.*

Timely Care Emergency Contact Protocol (AW)

- Timely Care is a free service for TRIO students to receive free medical and mental support. The counselor will contact the college if a student is in trouble and will call the SOC.
- Twelve hours after the initial contact, Katelyn will be contacted to start the CARE team documentation.
 - Students sign up for the service.
 - The protocol is in the MS Team file. If there is a crisis on the weekend the police will be called.

Inclusive Prosperity (AW)

- DCAC discussed different ways of acknowledging our special populations.
 - TRIO is planning a "Glad You Are Here" campaign on First Generation Day on Nov. 8, 2024.
 - First Gen students in TRIO will be acknowledged with a food share event.
- Veterans Day, November 11:
 - HC has 62 students with Veteran status. Financial aid checks on them regularly.
 - Sandy Bauman will send out an acknowledgment to the Veterans and campus community.
- Each department has the opportunity to initiate inclusive prosperity. Send the information/idea to Abby through the [Marketing & Communications request form](#). Abby will promote the event or message.