

DEAN'S CAMPUS ADVISORY COUNCIL MINUTES

WEDNESDAY, FEB. 23, 2022

Virtual Meeting Every Fourth Wednesday from 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, President, ASHC
- Paige Payne, Exec. Assist (recorder)

Mastermind Discussion

Questions/Comments on area updates?

- ASHC is looking into toasters for each campus and a shredder for students.
 - APC would like a toaster in a designated break area also.
 - Policy 600.13

Hot plates, Toasters, Toaster Ovens, Grilles and Microwaves – may not be used in private offices or workstations (cubicles). Such devices may be used only in a properly-equipped and approved break area or designated kitchenette space. Devices must be plugged into regular wall outlets only.

- Tricia Fiscus will meet with John Rutherford to discuss and inquire if Facilities should be represented on the DCAC.

Approve Minutes from January 2022

- Tammy moved to approve the minutes and Valerie Curtin seconded the motion. The minutes were approved.

On Boarding Discussion (TF)

- To speed up the process, Tricia Fiscus will ask if HC can create their 790 number instead of UM.
- Ask QWL to work on the process or form a small committee.
 - FAQ's and videos to cover the details.
 - Supplies, EAP, Medical Visits, etc.
 - Discuss the benefits of a pre-boarding, first day onboarding, and monthly onboarding tutorials.
 - Adjuncts, faculty, staff, nursing faculty, and administration need varying information.
 - Amy Kong provides an orientation for new faculty their first year.
 - Train the supervisors.
 - Look at best practices including UM's onboarding process.
 - <https://www.umt.edu/human-resources/employee-resources/events/>
 - Combine check lists.

Campus Hours (VC)

- An APC student asked Valerie Curtin to discuss the LLH hours at the Donaldson campus hours.
 - Since APC does not have tutor or an extensive library, some students are having difficulty accessing the LLH during its current hours. The DON Library is not open past 5:30 p.m.
 - Most classes are over at 1 p.m. on the APC, but there are some block courses that end at 5 p.m. and most students work before or after their classes.
 - Investigate extending the LLH hours to accommodate APC students.
 - Investigate why the doors lock at 7 p.m. when the campus is open until 9:30 p.m. What is the rationale and can the locks be rescheduled?
- Tricia Fiscus will report back.

Campus Hours

Remember to grab your keys or fob in the evening!

Donaldson:

- **Monday through Thursday:** 7 a.m. to 9:30 p.m.
Doors lock at 7:00 p.m. Campus is open until 9:30 p.m.
- **Friday:** 7 a.m. to 6:00 p.m.
Doors lock at 5:00 p.m. Campus is open until 6:00 p.m.
- **Saturday:** 8 a.m. to 4 p.m.
- **Sunday:** Building closed.

APC:

- **Monday through Friday:** 6:45 a.m. to 4 p.m.
Front Entrance is open until 4:00 p.m. Other doors lock at 1 p.m.
- **Saturday & Sunday:** Closed to the public.