DEAN’S CABINET MINUTES
WEDNESDAY, AUGUST 25, 2021
Virtual Meeting
CABINET MEMBERS:

- ☒ Sandra Bauman, Dean/CEO
- ☒ Tammy Burke, Exec. Dir. CTE
- ☐ Valerie Curtin, Exec. Dir. Compliance/Fin. Aid
- ☐ Jessie Pate, Dir. IR/Effectiveness
- ☒ Donna Breitbart, Director of Marketing & Communication
- ☒ Robyn Kiesling, Exec. Dir. Gen Ed & Transfer
- ☒ Sarah Dellwo, Exec. Dir. Enrollment
- ☒ Terrie Iverson, Consultant
- ☒ Paige Payne, Executive Assistant to the Dean/CEO (recorder)

Mastermind Discussion

Approve Minutes from 8/18/2021
• Approved.

Update on the Assistant Dean Search
• Mike Reid and Sandy will jointly meet with each candidate.
  o Make it clear it is a joint search.
  o Define the skills that they would each bring to the position.
  o Inquire about long range plans ideas.

Classroom Student Conduct Plan
• Craft a message for the faculty and adjuncts on how to handle any student conduct issues.
  o Disrespectful, bullying, shaming, and argumentative behavior.
  o Disrupt a learning environment.
• Send a reminder of appropriate behavior and code of conduct to the students in a welcome message.

Vaccine Incentives
• 5K Grand prize on September 22, 2021.
• Weekly and monthly prizes
• Town Pump gift cards.
• Information will be posted on the COVID page.
• The follow up clinic is before the grand prize drawing.
  o Possibly add one more clinic.

Cessna Citation 500 Donation
• 1974 Aircraft donated to Aviation.

Floor Panel Design
• Design will be exclusive for the campus store.