

DEAN'S CABINET MINUTES  
WEDNESDAY, NOVEMBER 10, 2021

Virtual Meeting

CABINET 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
- **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

Tricia Fiscus made a motion to approve minutes from 10/27/2021 & 11/3/2021. Tammy Burke seconded the motion. Minutes approved.

### Update on proposed Instructional Technology Fee (RK)

- Course fees for online are outdated or not equitable. MUS is moving towards a technology instructional fee for all courses across the board.

### Update on discussion about one Learning Management System (LMS) for MUS (RK)

- Commissioner would like MUS to adopt a common LMS (Moodle) system in two years.
  - Canvas is the best for IT support.
  - MSU uses D2L
  - All contracts are up in 2023
  - Move towards hiring the eLearning support person.

### State of the College Address (SB)

- December 17, 2021, from 9 a.m. to 10:30 a.m.
- Presentations – 10 minutes each
  - Introduction (SB) Announce Excellence Award Recipients
  - Marketing Update (DB) (toolkit, logo, marketing, license plate)
  - Strategic Planning Update (JP)
  - eSports (MH, TF, SB, ES)
  - Cosmetology Program Update (SB)
  - Introduce Tricia Fiscus & Financial Update (TF)
  - Fall and Spring Graduation Update (SD)
  - SEP Update? (RK)
  - HCF Fundraiser Spring (TB)
  - Staff Senate (JA)
  - Faculty Senate (SL)
  - Mediator – Anna Ebert

- Draft a pre-read for the campus: Agenda, SEP, Academic, Pathway, CTE, and CRM RFP updates.
  - Present important points.

#### **CRM RFP Update (SD &DB)**

- RFP process gives HC more flexibility but is very complicated.
- Add a faculty member to the committee. Ed Benasky is the expert staff member.
- Demonstrations/presentation are open to the campus.

#### **Supervisor on Call Schedule Jan-June 2022**

- Switch Sarah Dellwo and Robyn Feb/March

#### **ARPA Update (SB)**

- ARPA funds are available from the State of Montana.
  - 117M is earmarked for the university system.
  - **Proposal Summary:** Update nursing space, build simulation lab, update equipment to state-of-the-art, and build out cosmetology. Both projects are combined into one proposal to remodel 9000 s.f.
  - Guidelines:
    - The program prepares students for employment.
    - Must improve a program(s) impacted by COVID.
    - An element of the proposal must be geared to health monitoring and access to comprehensive healthcare service.
      - Telemedicine appointment in a private space.
      - Nursing students will do health screenings and education.
  - Letters of support from the community.
    - Brian Obert, Sixth Ward
    - Shodair, St. Peters, and the VA.
    - Nathan Munn, Mental Health.
    - Cosmetology community describing COVID's impact on Cosmetology.