

DEAN'S CABINET MINUTES
WEDNESDAY, DECEMBER 29, 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
- **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
- **Sarah Dellwo**, Exec. Dir. Enrollment
- **Donna Breitbart**, Director of Marketing & Communication, and Alumni Relations
- **Paige Payne**, Executive Assistant to the Dean/CEO (recorder)

Mastermind Discussion

The minutes from 12/8/2021 were approved.

Kim Feig's D & I Committee Recommendations

- Kim Feig is completing her collaboration with HR on hiring best practices.
- Kim will stay connected with the Chosen Name Pilot until a replacement is found.
- Current D & I Committee Membership: Tammy Burke, Seth Roby, Emily Schuff, Lyn Stimpson, Kelsey Anderson, Marika Adamek, Mary Ann George, and Larry Taylor.
- Recommendations:
 - Transition the committee to an ad hoc council with specific tasks guided by the Institutional Research Cabinet position.
 - Institutional policy review from D & I lens.
 - Serve as the selection committee for the BIPOC scholarship.
 - Review annual work plan equity pillar goals.
 - Assist with campus climate survey every three years.
 - Provide counsel feedback and suggestions for a DEI lens to new institutional initiatives before implementation.
 - Representation on the Dean's Campus Advisory Council.
 - Split the \$2000 D & I budget. Earmark \$1000 for Student Life DEI programming and \$1000 towards DEI professional development for employees.
- Recommended events for spring semester:
 - Montana Historical Society
 - Montana Human Rights Network
 - Open Microphone Session
- Cabinet Discussion Points:
 - There needs to be a regular scheduled meetings of the ad hoc group.
 - The policy review is important and helps change the culture. Provide policy review training.
 - Step back and choose a priority to focus on within DEI.
 - Ask the Dean's Campus Advisory Council to discuss how to move forward on DEI campus-wide integration within the confines of what is manageable fiscally and with the personnel on hand.

- Sandy Bauman will contact UM to connect with a new hire at UM to get suggestions, approaches, and recommendations.
- Sandy will report back next week.

Pronoun Button Recommendation

- Provide buttons with pronouns/neo-pronouns for employees, students, staff, and visitors.
 - The buttons allow everyone to participate if they choose to do so. Marketing will order 1000 buttons for spring.
- Each director is encouraged to allow employees to update their badges with pronouns if the budgets allow.

Finalize Plans for Dean's Campus Advisory Council (SB)

- Finalized name: Dean's Campus Advisory Council
- The current Cabinet, Nursing, K12-Partnerships, CEC, Faculty Senate President/Designee, Staff Senate President/Designee, Student Life, and ASHC President/Designee are the members of the council. The D & I representative is on hold.
- The first meeting is on the Wednesday, January 26, 2021, and every 4th Wednesday moving forward. Sandy Bauman will send an email out to the stakeholders..
 - Each member will be asked to add an area update and agenda topics before the meeting.
 - Agenda items for the first meeting:
 - A mission statement for the group.
 - DEI Recommendations
 - Professional Development
- Create a new Team "Dean's Campus Advisory Council"
- Add the members and details of the council on the Dean's Cabinet webpage.

Policy Review (SB)

- Review the Policy Update spreadsheet.
- Electronic Key Policy 600.9
 - The e- key assignment list will be presented to the Directors.

Strategic Planning Priorities (JP)

- Maintain strong program offerings
 - Develop new programs following criteria such as:
 - Program require a credential
 - Avoid duplication of programs at other Montana institutions
 - Respond to local/regional employer needs
 - Ensure we have capacity to offer program
 - Adjust programs to meet changing needs of students and community
 - Strategically discontinue programs that are no longer serving our needs
 - Support and continue to improve existing programs
- Create transparency around program offerings
 - Investment (time and finances) and payoff (cost and earnings potential)
 - Career outcomes
- Guided Pathways
 - Program offerings tied to career outcomes and transfer pathways
 - Efficient scheduling

- Efficient progression – help students finish sooner
- Enrollment
 - Recruitment
 - Declining numbers of high school graduates
 - BOR focus on dual enrollment
 - Importance of degree-seeking students
 - Awareness and reputation of HC among HS students and community
 - Retention
 - Identify/scale successful programs/strategies such as TRIO, MT10
 - Faculty and student support services commitment to retention
 - Completion
- Flexible and adaptive mindset to respond to quickly-changing external forces
 - COVID
- Diversify sources of income
- Align budget/spending with institutional priorities
 - Tracking of expenditures
 - Planning for sustainability
- Streamline and align data reporting and assessment practices
- Institutional commitment to diversity, equity, and inclusion
- Career services
 - Service to students to help them find careers, employment, internships, etc
 - Build and maintain healthy relationships with local businesses to facilitate career connections
 - State government priority is short-term credentials and enabling people to return to workforce quickly
- Modality of course delivery/effective use of technology
 - Competition with inexpensive online colleges
 - Maintain a high-quality educational experience