

DEAN'S CABINET MINUTES  
WEDNESDAY, JANUARY 5, 2022  
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. A/id
- **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

#### Minutes:

- 12/29/2021 minutes approved.

#### Policy Review Update (SB)

- Request: send feedback on Policy 200.3, 400.4, and 600.11 to Sandy Bauman by January 7, 2022.

#### Mask Update (SB)

- Face covering requirement stays in place for now. HC will roll back the requirement when the transmission and hospitalization levels move lower.
- Sandy Bauman will review the HC COVID plan to see if needs to be updated.
- Omicron will spike in Montana in mid-February. N95 masks are recommended.

#### Access to Success Graduation

- Friday, January 14, 2022, from 1 to 3 p.m. in DON 002/003.
- Stephanie Hunthausen will attend the short ceremony in Sandy's place. Sandy is attending an MMEC meeting in Bozeman.

#### Spring State of the College (SB)

- Tuesday, May 10, 2022, 10 to 11:30 a.m. via ZOOM.

#### Diversity, Equity, and Inclusion (DEI) Update (SB)

- UM has a DEI council but not a designated DEI position.
- Recommendation: Provide DEI professional development campus-wide first.
  - MUS may be a source.

#### CESS Survey (JP)

- Improvements and highlights:
  - High level of commitment to the work at HC.
  - Strong agreement about the top two goals for the college.
  - Employees find their work at HC rewarding and feel they are being listened to.
  - Supervisors are doing a good job and employee satisfaction has increased overall.
  - Professional development satisfaction has improved since 2018.

- Challenges:
  - Resources are a challenge.
    - People do not feel they are not being paid well and departmental budgets are lacking. There is burnout.
  - Meeting the needs of students and enrollment and retention goals.
    - The new CRM will help with resources, communication, and retention.
  - Effective lines of communication between departments can improve. The Directors are communicating well, but at times the information is not trickling down to staff and other units.
  - The onboarding process can improve.

#### **ACTIONS:**

##### ACTION: FOCUS ON THE TOP GOALS IDENTIFIED IN THE SURVEY:

The steering team is focusing on the three top goals from the survey.

1. Increase the enrollment of new students.
2. Retain more of its current students to graduation.
3. Improve the quality of existing academic programs.

##### ACTION: RESOURCES

1. The resources based on state allocations and enrollment confine the budget. HC can look for other ways to find funding to diversify the income stream opportunities. (Stewardship)
2. Offer professional development to enrich employee life.

##### ACTION: COMMUNICATION

1. Effective lines of communication between departments can improve.
2. Design a survey to gather the employee's thoughts and suggestions on how to improve communication on campus. (Jessie Pate and Donna Breitbart)
  - Ask the campus what communication format works and what doesn't.
  - Ask how each employee finds or receives the information they need to do their job and what is lacking.
    - Example: Frequently, advisors do not have current degree sheets because of lack of communication or the degree sheet has not been finalized by the academic program.

##### ACTION: THE ON-BOARDING PROCESS

1. The onboarding process can improve.
2. How does HC transfer the historical information and files to the next person that is hired? What is missing and what can be added?
3. Ask the Dean's Campus Advisory Council (DCAC) to define and solve the problem, then create a workgroup to address the defined problems with the inclusion of HR and IT.

#### **CESS Report Release to Campus**

- Jessie Pate will email the three reports to the campus and include a recorded summary and explanation.
- The information will be sent out by the beginning of the semester.
  - HC 2021 Results vs. Comparison Group
  - HC 2021 Results vs. HC 2018 Results
  - HC 2021 Summary Report