



DEAN'S CABINET MINUTES
WEDNESDAY, JANUARY 12, 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. 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 1/5/2022 minutes were approved.

Leave for a Mental Health Day

- Tricia will contact UM HR on the options and recommendations.
 - There is a Hotline available to report infractions.

At-Home COVID Testing Coverage

- Insurance is required to cover at home COVID testing.
 - The coverage information will come from HR/Benefits.

Professional Development DEI Update (SB)

- OCHE does not have the resources to provide the training.
- [National Alliance for Partnerships in Equity](#) (NAPE) offers research-based, strategy-driven, practical application-focused PD that equip educators with tools to address equitable learning environments. Sandy will contact NAPE to request a remote half day training broadened to fit the needs of HC.

HC Foundation Fundraiser May 2022 (SB)

- Fundraising event on May 7, 2022 at 6 p.m.
- Tasks: Costs, numbers in the relation to the space of the venue, sponsorship levels, tables, layout, catering, volunteers, auction items, and the hours the Foundation, facilities, and employees will commit to the event.
 - Tricia will inquire the rules for paying HC employees for a Foundation event.
 - Check the HC/HCF MOU.
- Create an excel list of sponsors to allow the Foundation pledge first and then supplement with HC pledge ideas. List possible table sponsors and determine levels of sponsorship. If a table sponsor chooses not to attend due to COVID, allow HC employees to fill the table.
- HC program support is the main fundraising goal.
- Save the Date Event Name Ideas: Gala, Jubilee, Black Tie & Blue Jeans, A Night under the Stars, Silver & Orange Gala.

- Auction items:
 - ❖ Custom Rifle Certificate (McLaughlin)
 - ❖ Fire Pit (Welding)
 - ❖ Chess Set (Welding class)
 - ❖ Guided Fishing Trip (Guerin)
 - ❖ African Safari
 - ❖ HC Student Art
 - ❖ Western Basket
 - ❖ Welding Rodeo Sculptures
 - ❖ Oil Changes for One Year
 - ❖ Larry Taylor Photography
 - ❖ Hotel Stay Basket (Colonial)
 - ❖ Distillery Tasting (Hawthorne)
 - ❖ Snap On Tool Box
 - ❖ 50/50 Raffle

Use personal contacts and networking to promote the event.
Keep the topic on the Cabinet agenda each week.

Airport Campus Store Update (SB)

- The AP campus store is not self-supporting and will close. Great West is bringing in vending machines with frozen offerings and the beverage/snack selection will be expanded.
- The BO will sell shirts and supplies on campus at the beginning of each semester. Snap On will provide other supplies.
- Sandy will send out an email to APC employees first and announce the change to the whole campus in the MMM.

Changes to Entertainment Form/Food rules (RK)

- What are the changes and implications for QWL and other entertainment?
- Tricia/Cari will report the findings at the next Cabinet meeting.

COVID Message to Campus (SB)

- Sandy is drafting a message to the campus about COVID protocol. The Lewis & Clark Health department recommends that faculty keep a seating chart so students know who they were close to in the classroom.
- Masks are still required on campus. HC has 1000+ N95 masks to make available to the campus.
 - 400 will be sent over to the APC.

CESS Survey Results (JP)

- Discuss at the next meeting.