

DEAN'S CABINET MIINUTES
WEDNESDAY, JANUARY 19, 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
Minutes**

- The 1/12/2022 minutes were approved.

UM IT (SB)

- Go through proper channels to request support from UM's IT department.

HCF Fundraising Event (TF)

- Yes, employees can work the fundraiser because the event is affiliated with the HC campus. (Sarah Drake/Associate Director HR, UM)

CESS Summary Report (JP)

- The report is well done.
- Addition on page 3: *The CESS shows positive results from the college's efforts to educate the campus about harassment and discrimination policies and procedures in response to the campus climate survey administered in spring 2021.*
- Jessie Pate will finalize the report and record a message to accompany the report to campus.

Sick/Mental Health Leave Topic (TF)

- Use judgement and discernment as a supervisor. If there abuse of the leave, handle it accordingly.
- Community Service Day – can employees take time from the workday to participate in a service day?
 - Gray area concerning coverage and payroll.
 - One of the strategic plan goals is to ensure that employees feel valued. Community engagement justifies allowing release time to do a service day.

Entertainment Guidelines (TF)

- The updated BOR policy does not contain as many restrictions as expected. The institution must justify why it is providing food at an event.
- QWL uses state unrestricted funds to support banquets and events.
 - Awards and recognition are allowable.
 - Apparel is not allowable.
 - HCF may have to provide QWL's budget.
- More discussion is needed to clarify the guidelines

Organizational Chart Update Review (SB)

- Changes and additions:
 - Mary Twardos will report to Tricia Fiscus
 - Dean's Campus Advisory Council
 - Correct Ann Willcockson title.
 - Suhan Chen, Director, Global Initiatives is added.
 - Move Della Dubbe and Amy Kong under Robyn Kiesling
 - Add Director of Cosmetology under Tammy Burke
- Post updated chart to the website and announce changes in the MMM.

Hair Hair Salon

- Dave Brown is gifting all of Hair Hair's salon equipment to HC Cosmetology program.
- The Advisory Board meeting was very positive.
 - The HC program will prepare the students to run a business and offer services.
 - Great Clips contact will post the Cosmetology position job through her contacts.

Dispenser Discussion (SB)

- Director of Student Life would like to provide prophylactic dispensers for both campuses.
 - One dispenser will be installed in the student wellness area on the Donaldson campus and the location of the APC dispenser is pending.
 - The funding source is the Rape Prevention Education grant.
 - The Director of Student Life will monitor the dispensers and refill the contents.

CESSE Administration (JP)

- Jessie needs to submit the list of current students before the final census to assure she receives the CESSE link before February 15 start date. The survey will be open from February 15 to March 4, 2022.
 - After this week, HC will not be adding many new students.
 - Contact IT to create the list Jan. 31, 2022.
- Jessie Pate will meet with marketing to develop a promotion strategy.
 - Faculty involvement is important.
 - Suggestions: Reader board screens, targeted emails, and Moodle pop up reminder as students log in.
 - Jessie Pate will report back on offering an incentive prize.
 - Jessie will write a guest column for the MMM to announce and promote the benefits of the survey.

Graduation Speaker (SD)

- List of speakers:
 1. Jeff Ament, Pearl Jam Drummer from Big Sandy MT.
 2. Kit Johnson, J4
 3. Greg Strizich, Intrepid Credit Union and HC Foundation President
 4. Beate Galda, HCF Donor
- HC will contact Jeff Ament through channels.

FY23 Performance Funding Allocations (SB, TF)

- Most of the campuses are not getting the full funding.
- Helena College is receiving 75% of its funding

Helena College UM	3-yr Average	Current Level	% Increase	Index Score	Weight	Weighted Score
Degrees/Certificates Awarded	246	209	-15%	850	30%	255
Under-Represented/At-risk Graduates	195	166	-15%	853	5%	43
Retention Rates	61%	62%	3%	1027	30%	308
Under-Represented/At-risk Students	60%	62%	4%	1036	5%	52
Dual Enrollment	830	1,018	23%	1227	10%	123
Remedial Success	56%	51%	-9%	908	10%	91
Credit Accumulation	52%	55%	6%	1056	10%	106
TOTAL						976
			Growth Target			1,010
			Transitional-zone Minimum			877
			% of Eligible Funding			75%

- Two of the metrics penalize HC because HC is not structured or has the resources to change the outcome.