

DEAN'S CABINET MINUTES
WEDNESDAY, MARCH 2, 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)

Note: Regroup Training from 1:30 to 2:30 p.m. on March 2, 2022

DCAC Meeting was on February 23, 2022

Cabinet was canceled Feb. 16 and will be canceled March 9, and March 16, 2022

Mastermind Discussion

- **Approve Minutes from 2/9/2022**
 - Approved.
- **Governor Press Conference for FTIUM**
 - Tuesday, March 8 at APC Lecture Hall 10:30 to 11:30 a.m.
- **SOC Schedule Changes**
 - Post the SOC on whiteboards at key areas.
 - Note: Administrative Assistants will mark their calendar and pay more attention to who is on call. They did not use the whiteboards.
 - The scheduled SOC has been added to the MMM.
- **NAPE DEI Workshop**
 - The NAPE workshop is scheduled for April 15, 2022, a non-instructional workday.
 - One session for 80 people is a problem because some front-line staff will miss the session.
 - Sandy will check if NAPE can split the training.
- **SENSE Survey**
 - Online administration and custom questions are additional costs.
 - The period to administer the survey is four weeks. The date ranges from the start of the semester to November 1st.
 - Add the topic to the next DCAC agenda on March 23.
 - <https://www.ccsse.org/sense/join/options.cfm>
 - <https://cccse.org/sites/default/files/Transfer-S22.pdf>

- **CESSE Survey**
 - As of today, only 40 + have completed the survey.
 - Jessie Pate is going to extend the deadline.
 - Jessie will contact Tammy and Robyn to ask their faculty to add the survey as an assignment.

- **HCF Fundraiser**
 - Major HCF Fundraiser will be next year in the spring.
 - The Foundation would like to schedule occasional breakfasts with table captains and short presentations.
 - Banking is the first program to be highlighted for community awareness and fundraising.
 - HC Foundation was selected as one of the community non-profit recipients for May.
 - Six HC Star Scholarships will be funded by the Dean's waiver.

- **Media Release Form**
 - Marketing is creating a release form for videos, comments, and photos that will be used on social media.
 - Marketing is creating another release for event photos and a FERPA release form for public videos that include students.
 - Completed forms will be tracked and archived on the employee drive. It will be important to archive proof of release in case of future litigation.