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://www.ccsse.org/sense/join/options.cfm)
    - [https://cccse.org/sites/default/files/Transfer-S22.pdf](https://cccse.org/sites/default/files/Transfer-S22.pdf)
• CESSE Survey
  o As of today, only 40+ have completed the survey.
  o Jessie Pate is going to extend the deadline.
  o Jessie will contact Tammy and Robyn to ask their faculty to add the survey as an assignment.

• HCF Fundraiser
  o Major HCF Fundraiser will be next year in the spring.
  o 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.
  o HC Foundation was selected as one of the community non-profit recipients for May.
  o Six HC Star Scholarships will be funded by the Dean’s waiver.

• Media Release Form
  o Marketing is creating a release form for videos, comments, and photos that will be used on social media.
  o Marketing is creating another release for event photos and a FERPA release form for public videos that include students.
  o 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.