

DEAN'S CABINET MINUTES
WEDNESDAY, MARCH 30 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)

Approve Minutes from 3/2/2022: Approved

Questions/Comments on area update:

- There is a campus town hall proposed to discuss a student-led discussion about mentors and tutors.
 - The event will be monitored by Emily Schuff.
- Discussion about the town hall proposal
 - Bring Kim Caldwell into the conversation.
 - There is a lack of tutors at the APC, but it is difficult to find qualified tutors for the skill trade courses.
 - Sandy is working to provide more services at the APC.
 - Work-study students could be mentors, but the first and second cohorts meet at the same time.
 - Survey the students in each class.
 - Gather a focus group from each program area to discuss the issues.
- Sandy will meet with Emily to get more information first.

Follow-up: The start of the student town hall came from the standing ASHC Airport Campus committee. They want to provide an opportunity (and pizza!) to students to come in and talk about any suggestions they have or questions or concerns about services. Emily and Sandy will meet with the students to have a conversation with a clear goal of learning from them about what services they would like to see. The plan will be for Sandy to explain we are exploring how we expand our services at the Airport Campus and welcome their thoughts and ideas, and then just listen to what they have to say. A very casual, but important opportunity for students to share any ideas or concerns.

State of the College Date:

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

Summer Hours (SD)

- Employees are allowed to choose four-10's or flex hours from May 16 to July 30 if their supervisor approves.
 - Ensure each area has daily coverage.

ACTION: Send your proposed summer hours between the dates of May 16 to July 30 to Paige by email or chat by May 1 and send your vacation dates using a leave request form if you have not done so already.

Collaboration with UM (SB)

- UM is seeking more collaboration with HC to involve students in UM culture.
 - Esports and UM football games.
- Student collaboration to encourage transfer to UM.

- UM will provide an advisor on campus.
- Bodnar will visit our campus.
- **ACTION:** Send your thoughts and ideas for collaboration to Sandy.

Gracious Space Proposal (SB)

- The cost for the training is less than 5K and does not have to go through procurement.
- The training is offered by a local entity.
- Sandy will ask the PD committee to pivot the funds set aside for the equity training to the Gracious Space Training for the directors.
 - The goal is to have the information trickle down to staff and employees.
 - If the program is worthwhile, the training can be offered to specific groups.

Planning Retreat Off-Campus

- Strategize the upcoming year in light of the new strategic plan.
- Assign SOC coverage if the event is scheduled off-campus.

NAPE Update (SB)

- The equity training is canceled and will be rescheduled in the fall.

Strategic Plan (SP) Update (JP)

- The SP is going to be finalized soon.
- Cabinet will review the SP and will discuss it at the next Cabinet meeting on April 6.
ACTION: Pre-read the SP, comparing it to the Risk Management plan. Does the SP mitigate the risks identified in the Risk Management Plan?
- After Cabinet approves the SP, it will be sent out to the campus for review before the open forum on April 12.
 - The forum will present the guiding principle work. Each work group chair will present the process and rationale behind the content in each guiding principle.

Cabinet Review of Non-Academic Program Reviews (SB, JP)

- Cabinet will read the program reviews and make recommendations for the next steps.
 - Assign responsible departments, discuss financial commitment, and other decisions.
- There are five reviews. Some are over 10 pages. The reviews will be accessed through the database.
 - Two reviews per Cabinet meeting starting in June.
 - Add a meeting if needed.
 - Each author will attend a Cabinet meeting for a Q & A session.
 - The authors will recuse themselves after the Q&A session, then Sandy will meet with each author to discuss the recommendations.
 - Note: This is the only year that 3 out of 4 non-academic review authors are Cabinet members.
- Academic Program Reviews: After the APRC reviews the academic program, the Cabinet will review the recommendations.
 - Metals Technology and Nursing

Memorial/Graduation (VC)

- Suggestion: Put a chair aside in the Aviation Bay to recognize Tracy Lamb to allow students can recognize Tracy at graduation.
 - Aviation is going to set a chair aside in the Aviation Bay to recognize Tracy Lamb along with a picture.