

DEAN'S CABINET MINUTES
WEDNESDAY, APRIL 13, 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)

Minutes:

- Robyn Kiesling motioned to approve the minutes and Donna Breitbart seconded the motion. The 4/6/2022 minutes were approved.

Review UM/HC Collaboration Suggestions:

- Improve communication with UM's marketing and branding office.
- Pursue academic pathways to UM that allow students to stay in Helena.
- Send additional comments to Sandy Bauman.

Interdepartmental Communication (JP/DB)

- Formal communication has improved.
 - MMM
 - Forums (Can be intimidating)
 - State of the College
- Lacking:
 - Informal communication that creates community - COVID limited community feeling.
 - TEAMS is used inconsistently.
 - Questions about the correct use of ZixMail
 - Impression that information is withheld. Messages are tailored to different audiences.
- **Recommendations:**
 - Set expectations for different modes of communication.
 - Set expected baseline use of Teams vs. Outlook.
 - Provide tips on what situation is best for Teams vs. email communication.
 - Calendar expectations.
 - Training and documentation in the use of ZixMail.
 - Correct use and situational information.
 - Incorporate modes of communication and training into on-boarding.
 - Stand-up meetings have resumed at 8:15 a.m. on Monday mornings – are all the right people invited?
 - **ACTION:** Set out expectations with Directors to disseminate information to their areas. Include Informal and formal rules at the Gracious Space training.

- **ACTION:** Continue to include periodic tips and training for TEAMS in the MMM.
 - HC currently provides PD workshops and tips on the eLearning webpage and in the MMM.
 - Add technology training to onboarding checklist. Use a survey to determine what training is needed.
- **ACTION: Training** on ZixMail or a different secure encrypted platform.
 - Sandy will meet with IT to discuss other secure encrypted platform ideas.
- **ACTION:** Decide whether to continue the open forums.
 - Offer the open forum with a topic instead.
 - Ask participants to submit the questions ahead of time.

State of the College in May 10, 2022

- Anna Ebert will be the moderator in the ZOOM format.
 - Questions will be routed to the moderator.
- Topics:
 - IT Updates: Encrypted mail, new wiring upstairs, software, etc.
 - Marketing highlights and accomplishments.
 - Dual Enrollment updates.
 - Financial updates.
 - CEC updates.
 - Accreditation.
 - Program Review.
 - Student life Success and learned lessons.
 - CRM Review.
 - Space & Office Changes.
 - Handshake Platform
 - UM/HC Collaborations & UMW/HC Collaboration

ACTION: Add other topics to the list and decide what will be presented or provided as a pre-read at the upcoming Cabinet meetings.

Guidelines for Small Donations (RK)

- Donation guidelines for prizes and silent auctions.
 - Start a central vendor list.
 - Specify who the donation is going to.
 - Process all donations through the Foundation which has a 501C3.
- Is there a difference between a small donation from Great Harvest and a Cessna?
 - No both recognized as income. Student clubs are different and have more leniency.
- **ACTION:** Ask ASHC to evaluate their policies in comparison with the UM student government/club policies and procedures in the fall. As Director of Student Life, Emily Schuff can help oversee the club funds.

Student Expectation from Town Hall

- Communication:
 - The students admitted that they do not check their campus emails.
 - They were encouraged to forward their HC email to their personal email.
 - The students requested TV's installed on campus for campus communication.
 - A student offered to post the HC News each week.

- Vending machines frustrations:
 - The Business Office has other ideas in the works.
 - The students will take turns cleaning the kitchen.
 - The students would like a community refrigerator.
 - Post a list of vendors who will deliver food to the APC
- The students asked for a tutor on campus but decided that it was not feasible with their class and work schedules.
- The ability to print to the printers using their student cards is not working on the APC campus consistently. (LLH)
- The students would like the LLH to provide technology training to the CTE students.
- The students like having financial aid representatives on campus.
- The students complained about the state of the men's bathroom and lighting.
- The students would like more information about the events and classes that are offered by CEC.
 - CDL training
- The students are looking for community by forming clubs like a larger university.
 - Requested a mascot.
- The students were frustrated that the aviation equipment in the hangar was outdated, and the new Cessna was not available for training.
- Automotive students would like HC owned cars in the secured area. The lot and gate will be secured in the next few weeks.
 - Students will have to park in the designated parking lot instead of the gated area of the building.
 - Inform the faculty and students before the parking and security change is implemented.
 - Faculty will have a fob to lock and unlock the gate.