

DEAN'S CABINET MINUTES
WEDNESDAY, APRIL 20, 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:

- Valerie Curtin moved to approve the minutes from 4/13/2022. Tricia Fiscus seconded the motion. The minutes were approved.

Note: CharLee Burger resigned his position as Director of Cosmetology as of 4/19/2022.

- Sandy will announce the resignation in an email later today.

Final Strategic Plan Review

- The Cabinet will make the final approval.
 - Discussion:
 - SG2 Stewardship: Provide the rationale for the 20% increase in employee satisfaction for teamwork and satisfaction over the next 5 years and determine if the increase is unattainable and if increment target dates should be added.
 - What was the increase in this area from the last survey?
 - Email Sandy and Jessie by Thursday at 5 p.m. with other changes. The final SP will be emailed out to the Cabinet for approval Friday morning. (4/22/2022)
 - The SP will be emailed to the campus on April 25.

Summer Cabinet Planning Day

- Set priorities for the next year.
 - IDD
 - Fall campus speaker virtual presentation.
 - Partner with UMW
 - Alternative funding sources and grants.

EMSI Labor Market Data Software

- GFC has a license with EMSI and would like to share the cost of the license with other institutions.
- EMSI helps colleges visualize where their programs fit into the labor market.
- The total cost is \$9500 for 10 licenses or approximately \$1000 per license.
- Tricia used the platform in Oregon, which was funded by a grant, and the platform is outstanding.
 - Is there a way to get a grant to cover the cost? The flat budget may not allow HC to purchase a license.

State of the College Forum on May 10, 2022.

Anna Ebert will be the moderator.

Presentation Topics:

- Marketing Highlights: Donna Breitbart & Academics
- K-12 Partnerships & Dual Enrollment: Stephanie Hunthausen
- Bryant Partnership: Robyn Kiesling
- Financial Updates: Tricia Fiscus
- Community Education Center Updates: Ryan Loomis
- Accreditation & Upcoming Visit: Sandy Bauman
- Student life Success & Lessons Learned: Emily Schuff
- Space & Office Changes: Sandy Bauman and John Rutherford
- Faculty Senate:
- Staff Senate:

Discuss topics at next week's DCAC meeting and finalize time allotment for each presentation.

Supplemental Information Topics:

- IT Updates: Mike Hausler
- Accreditation: Sandy Bauman
- CRM Review. Sarah Dellwo
- Handshake Platform: Kiera Merchen
- UMW/HC Collaboration: Robyn Kiesling, Sandy Bauman, Tammy Burke
- Institutional Data Update: Jessie Pate

Written information for the supplemental handout is due at 5 p.m. on May 3, 2022, to paige.payne@helenacollege.edu.

- Final document will be filed in the employee shared drive>State of the College Folder