

DEAN'S CABINET MINUTES

MONDAY, MAY 11, 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
- **Vacant**, Director of Marketing, Communication, and Alumni Relations
- **Paige Payne**, Executive Assistant to the Dean/CEO (recorder)

Approve Minutes from 5/2/2022 (Special Monday Meeting)

- Tammy Burke motioned to approve the minutes and Valerie Curtin seconded the motion. The minutes were approved unanimously.

NWCCU (SB)

- Sandy will use a checklist from her session as an NWCCU evaluator to build a plan for the upcoming HC NWCCU evaluation.
 - Cybersecurity, policy, and advising assessment were problem areas for other institutions.

Summer Strategy Sessions (SB)

- The Cabinet/Leadership group will schedule extended sessions in June, July, and August to plan and strategize before the beginning of the Academic 2023 year.
 - Discuss the intent and purpose behind ID Days, then plan the event.
- The Director's Gracious Space training is on June 17, 2022.

Shredding Contract (RK/PP)

- The contract with Iron Mountain was approved.
- June's shredding cost (\$2000) will be paid through H08010 (Robyn's index) and next year's portion of the contract (\$1000) will be funded out of the central pool index.

Non-Academic Program Reviews (JP)

- The Cabinet discussion of the Marketing Program Review exceeded 40 minutes. Should the time be increased?
 - Yes, the Cabinet will extend the June 1 and June 8 meetings.
 - June 1, 2022, Reviews: Enrollment and Institutional Research
 - June 8, 2022, Reviews: K-12 Partnerships and Financial Aid
 - The Cabinet's goal is to take the review seriously and honor the author's time and effort.
- The Cabinet review will provide feedback and discuss the prioritized recommendations.
 - Valerie will add her feedback to the designated section "Overall Cabinet Feedback" in the databank system.
- Determination: The authors will not be present during the Cabinet discussion.

Academic Program Reviews

- The Academic Program review will go through the same process.
 - The Cabinet is scheduled to meet on September 7, 14, and 21.

- The Cabinet will review Metals Technology and Nursing on September 7, 2022, in an extended meeting.
- Academic reviews are due for BOR reviews on September 28.
- Note: Starting in the fall, the Cabinet meeting schedule may change to face-to-face at the APC in the morning.

Valerie's Schedule (VC)

- Valerie will move over to the APC on May 23 to Shelby's vacated office. Valerie will use Sandy's office in the morning if she needs to be on the Donaldson campus.
 - One week during the summer, Valerie will be on Donaldson to cover her employee's vacation.
- The Cabinet will color-code their Outlook calendars.
 - Use yellow for APC meetings and office hours.
 - Use blue for Donaldson meetings and office hours.
 - Share calendar access.

ERM Grant

- Helena College will apply for funding through the BOR's Enterprise Risk Management (ERM) grant to purchase and install a complete inside and out camera security system.
- The application deadline is June 1, 2022.
- Mike Hausler and Cari Schwen will complete the application. Sandy Bauman and Tricia Fiscus will sign and apply.

VA Compliance Survey (Visit) (VC)

- HC was selected for an audit/visit in July 2022.
- The audit will review all of the external and internal advertising HC has promoted over the past 12 months.
- All areas required to submit information will be notified in the next week.

HVAC Project

- MUS is going to funnel funds from a UM project to the HC HVAC project.
- The remodel will start next spring.

CARES Fund Update

- There are funds available to extend Jeremy Bengé and temporary custodian salaries.

Fiscal Year-End Bonus

- Directors may submit the bonus pay form.