

DEAN'S CABINET MINUTES

WEDNESDAY, JUNE 8, 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)

Mastermind Discussion

Approve Minutes from 5/11/2022

- Valerie moved to approve the 5/11/2022 minutes, Tricia Fiscus seconded the motion, and the minutes were approved.

Cosmetology Update (SB)

- Preliminary plans have been drawn up.
 - Megan Winfield, Consultant, is providing practice suggestions and advice.
 - HC is hiring Ashley Lawyer as a consultant also. She is a Cosmetology Instructor from Walla Walla Community College.
 - Ashley will work on the accreditation, course development, and translate the hours into credits.
 - If the bids are out by Sept. 2022 the Fall 23 start is possible.
 - Sandy is working with MUS to borrow 2.5M.
 - The ARPA funds may still come into play, but there have been delays.

Children on Campus Policy 600.10 (RK)

- Policy 600.10 is referenced in the syllabus template. The policy is outdated and needs revision.
- **Decision:** Take out the paragraph about HC policy on children of the syllabus template.
 - Robyn will send out the corrected template to all faculty
 - The safety placeholder will allow Trades can add their restrictions to their course syllabus.
 - Safety overrides the HC policy.
 - Add two words. Last page on Dishonesty – add “in writing”
 - Add preferred pronouns placeholder.
- The cabinet will review UM's policy and revise HC policy. (Employees, students, faculty)

August 6th Planning (RK)

- Check out the venue, then start planning the event.
- Block August 5th to set up.
 - Decide the activities and food for a potluck.
 - Sandy will provide the meat.
 - Parking, fishing, rafting, and hikes.
 - Games, kids, lawn chairs, and no dogs.
 - Provide directions to the site.
 - Promote the event in July.

- Ask participants to RSVP and provide how many in their party.

IT Update

- Shared CIO position with UM Western
 - Save budget funds.
 - Adds more depth in our IT department.
 - Mel Ewing will be split between campuses.
- Working on the job description, MOU between schools, and payroll.
 - LMS, Database training, UM Cloud cost, CRM implementation.
 - Connect with Brad at UM to get Brad involved.
 - Travel reimbursement for Mel.
- Mel is going to be on campus on Friday, June 10.