

DEAN'S CABINET MINUTES

MONDAY JUNE 27, 2022

Virtual Meeting

CABINET MEMBERS:

- Sandra Bauman, Dean/CEO
- Tricia Fiscus, Asst. Dean of Admin. Affairs
- Vacant, Exec. Dir. CTE
- Valerie Curtin, Exec. Dir. Compliance/Fin. Aid
- Jessie Pate, Dir. IR/Effectiveness
- Mel Ewing, CIO
- 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 6/20/2022 Minutes

- Tricia moved to approve the minutes and Valerie seconded the motion. The minutes were approved unanimously.

Executive Director of CTE Announcement (SB)

- Stephanie Hunthausen accepted the position.
- She will continue to oversee Dual Enrollment and she is deciding on her title.
- HC will hire another position in Dual Enrollment.

MUS Pay Adjustment (SB)

- MUS revised the low and high-salary positions for entry-level positions.
 - The top end is limited to the amount that is currently paid in a similar position.
- Some staff are below the new low entry-level and will receive a pay bump; effective July 2, 2022.
- The number of new hires may be reduced due to the pay bumps.
- HC will look for ways to work smarter and increase incoming funds.
 - Offer WUE to Canadian students.
 - Recruit international students.

Housing for Students

- Carroll College's dorms are full due to the housing shortage which in turn affects housing for HC students.
- The Cabinet is concerned that the lack of affordable housing will affect enrollment, especially in the trades sections since a higher percentage of students are from out of town.
 - Terri Atwood will research area property management companies and KOA/Campground contacts.
 - The information will be posted to the website to assist students to find housing.

Cosmetology (SB)

- Robyn Kiesling will oversee Cosmetology instead of the Exec. Director of CTE.
 - Cosmetology is housed on the Donaldson campus.
 - The general education courses are offered at Donaldson.
- The consultants for the curriculum and designs are moving the development forward.

- The timeline to start the remodel is tight. The project may be bid in two phases due to the spending authority limits.

Classrooms (RK)

- DON 121, Computer Technology needs new rolling tables and chairs to match the other DON classrooms.
 - Facilities will reconfigure the room count to determine if there are extra tables and chairs to place in DON121.
 - If not, the tables and chairs will need to be purchased from the Academic Equipment fee pot. The estimated cost of the classroom furniture is 19K.

Safety Committee Updates (TF)

- Tommi Haikka is the new safety committee chair. Tricia Fiscus will oversee the committee.
- Tasks:
 - Determine why the two labs APC have large locks and locate the keys.
 - Evaluate who is on the committee and make adjustments to the membership.
 - Add a science faculty to the committee for lab representation.
 - Training
 - Active shooter
 - Lockdown plan
 - Educate the campus on front door safety and emergency procedures.
 - Training funded through the RMTD
 - Update the Emergency Response Manual.
 - Conduct monthly checks and walk-throughs.
 - Update safety recommendations to both campuses frequently.

Surplus Purchasing (TF)

- Facilities will use the State of Montana surplus to purchase equipment and office furniture.
- Tricia will write a guest column for the MMM about surplus purchasing and the Safety Committee changes.