

DEAN'S CABINET MINUTES

MONDAY, JULY 11, 2022

Virtual Meeting

CABINET MEMBERS:

- **Sandra Bauman**, Dean/CEO
- **Tricia Fiscus**, Asst. Dean of Admin. Affairs
- **Stephanie Hunthausen**, Exec. Dir. CTE & DE
- **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)

Approve 6/27/2022 Minutes

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

August 6th Event Planning (PP, SB, RK)

- Supply List Spreadsheet
 - Add your name to donate and bring the supplies to the event.
 - Remind participants to bring 2 bowls. One for the side dish and the second with ice.
 - Add balloons to mark the area.
 - Jessie Pate will create the RSVP survey and link.
 - The invite will go out to the campus by Wednesday, July 12.

Discuss Housing Option List

- Property list and KOA/campground list.
 - How does HC get the information out to the students?
 - Provide the information to Kathy, Anna E., Advisors, Melissa, and Melanie.
 - Add the information to the webpage.
 - Move the housing section to the student portal and upload the document to the student portal.
 - Post the document with a QR code (Jessie) on the bulletin board in the Welcome Center.

Institutional Priorities for Affiliates

- Send institutional priority ideas to Sandy for her presentation to the affiliates on Wednesday, July 13, 2022.
 - Cosmetology
 - Upcoming 6-year NWCCU evaluation
 - Budgeting
 - Facilities

SOC Debrief Activity

- A standing topic will be added to the agenda to generate a weekly discussion about the SOC on-call situations.
 - If you were SOC, record the issues that came up during the previous week.
- The Cabinet will look for trends.

Copiers (SD)

- The copier in the Welcome Center is not working well.
- Currently the copiers are into year six on a five-year contract.
 - Helena College owns the copiers/printers.
 - Printing costs are paid out of a centralized budget.
- All of the copiers on campus will need to be replaced within the next year.
- Mel Ewing suggested that HC change to a managed print contract similar to UMW's recent change.
 - Mel will oversee the process that will be in the fall.
 - Software will be installed to determine the usage.
 - The vendor will make recommendations based on usage.

Cabinet Planning Day on July 27

- Refreshments and lunch
 - Great Harvest, snacks, coffee, and water bottles.
- Agenda
 - Review task list
 - Finalize IDD schedule
 - Review the big project list
 - Accreditation follow up

Office & Classroom Furniture

- Office Furniture
 - In the past, a department budgeted for furniture or office furniture was purchased at the end of the fiscal year if there were funds available.
 - Tricia will work with the new hires to schedule an ergonomic assessment.
 - If office furniture needs to be purchased, Costco has better prices.
- New Marketing Director Office
 - The Cabinet recommends DON102B as an office for the new Marketing Director.
 - The room is large and has space for meetings.
- DON 102/APC Library
 - DON 102 will be set up as a small conference room.
 - The square table in the APC library will be moved over to DON 102.
 - Two tables and four rolling chairs will be moved from the DON 130 to the APC Library to accommodate the tutors and create a study area.
- DON 121/Student Center
 - The classroom tables and chairs are ordered for DON121.
 - Long tables with castors that match the existing tables will be ordered for the DON Student Center.
 - The new furniture will be purchased through the student fee pot for student spaces.