

DEAN'S CABINET MINUTES

MONDAY, JULY 25, 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~~
- Abigail Rausch, Director of Marketing ...
- Paige Payne, Executive Assist. to the Dean/CEO (recorder)

Mastermind Discussion:

Welcome to Helena College and the Dean's Cabinet

- Abigail Rausch, Director of Marketing, Communication, and Alumni Relations

Minutes

- The 7/11/2022 minutes were approved.

Gracious Spaces Follow-up and Next Steps (SB)

- Key areas of importance for the Directors as a team:
 - Being leaders on campus.
 - The need to exchange important information/updates.
- Plan quarterly Director meetings that are face-to-face and focus on leadership development topics.
 - The current director's meeting will not meet but the calendar block will stay as a placeholder for now.
 - The next session with Gracious Spaces will be on September 6, October 4, or October 18. And a final date will be selected.
 - The next session Leadership Montana will be focused on setting norms and expectations.
 - There will be a new calendar block for the quarterly meetings created after the Gracious Space date. The meetings will last four hours and include professional development.
 - Discuss how to create a mechanism for sharing important information to ensure smooth internal operation as HC conducts business.
 - The mechanism will include a forum for questions, raising concerns, and requesting a group meeting to have a conversation about important topics.
 - The Directors Team will be revamped to provide the tool to do this.

Campus Communication

- Redo the HC Main list and lessen the restrictions on posting.
- Remove the channels and give more staff and employees permission to post.
- Create two categories for content; one for school business/events like a blood drive, and one for "one-offs" like bagels in the break room.
- Abby Rausch and Paige Payne are assigned to the task.

Time.ly Software Discussion (ME, SH)

- The renewal is approved by Cabinet.
- The cost is paid out of the IT fee pot.
- The software provides a submission portal to a public-facing calendar.
- It is the only software HC has to post the HC calendar events on the website right now until Target X is implemented.
 - The academic dates will be updated by admissions.
 - Mel Ewing will make it more accessible.
 - Abby Rausch will have administration rights on the software and introduce the process to campus.
- The Cabinet would like an event calendar added to the MMM. The event calendar will show external campus events.
 - Request the information from Christy Stergar, Community Education.

Discuss August/September SOC Schedule (PP)

- Take Jessie Pate off the August schedule for now.
- Stephanie Hunthausen will cover for Robyn on Thursday, July 28.
- A standing topic will continue to 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.