DEAN’S CABINET MINUTES
MONDAY, OCTOBER 3, 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)

Pre-Reads:
- DocuSign Summary
- PDC Funding Guidelines AY2223 DRAFT v2.2

Mastermind Discussion:

Approve 9/19/2022
- Minutes Mel moved to approve the minutes as amended and Tricia seconded the motion. The minutes were approved.

CARES Update:
- One financial need.
- One bizarre/disoriented person (4 reports for the same person).
- One emotional stress report.

DocuSign Renewal Count (ME)
- Approved by the Cabinet
  - Compare Adobe Sign to DocuSign before the next renewal.
  - Seek a price break through the Affiliates.

SafeColleges (VC)
- Vector and SafeColleges combined platforms.
- When Valerie Curtin inquired with Vector, the sales associate verified that Access to SafeColleges training costs extra.
  - Tricia will follow up to check if there is an extra cost because she does not think UMW is paying an extra fee for SafeColleges.

Colors Training Options for Leadership (SB)
- The facilitator will offer 3 training sessions.
- The cost is $4999.
- There are three levels of training.
Colors, Conflict Management, and Team Building

- Option 1:
  - Three half-day sessions with the directors in two days.

- Option 2:
  - Offer color training campus-wide three times.
  - Ask Directors to attend and push it out to the employees.
  - Schedule effectively so groups can attend in December or January during the break.

- Decision Option 3:
  - Colors & Conflict Resolution for the Directors and Colors for the campus between Dec. 19 & 20 if it works for the facilitator.

- Other considerations:
  - The workbook costs extra
  - How many participants can attend a session?
  - Possibly schedule the State of the College in January.

- Sandy is going to take the conversation back to Stephanie and the Facilitator.

List of academic priorities for HC Foundation (SB)

- Fundraising Academic Priorities
  1. Scholarships – HC Stars 5K
  2. Capital funding for Cosmetology
  3. Capital funding for the Art House
  4. Support Skills Trades

PD Guidelines Final Approval (JP)

- Approved by the Cabinet.

Priority programs for recruitment (SD)

- Start getting the programs on a timeline.
- Add to the web pages.
- IT, Criminal Justice, Social Work
- This year: Art, Elem. Ed., FES, machining, Pre-Pharmacy
- Next year: IT, Criminal Justice, Social Work, plus two trade programs.

Events Coordination Group (AR)

- Events reflected on all venues. MMM, HRM, Streaming, Student Newsletter, Website Calendar and social media.
- Hire a work-study or a social media ambassador to manage all the calendars and platforms including Helena Community Calendars for coordination.
  - Work Study – paid seven hours per week.
  - Ambassador – tuition waiver
- Abigail Rausch will form an events committee to bring in their own calendars so the student can create and distribute the information to the right social media venue.