DEAN’S CABINET MINUTES
MONDAY, OCTOBER 17, 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:

Approve 10/3/2022 Minutes
- Tricia Fiscus motioned to approve the minutes and Jessie Pate seconded the motion. The minutes were approved as amended. Amendment: note who was not in attendance.

SOC Update
- A student reported a homeless man was outside the Donaldson Campus. The student did not feel comfortable entering the building.

MARCH BOR Update
- Hotel Suggestions
  - Great Northern, DoubleTree on Broadway, Delta Marriott, Hampton on Prospect, and Fairfield on Prospect.
- Committee structure: IT, Facilities, Campus Store/Business Office, and campus administrative assistants. Supervisors will ask their admins to participate.
- Suggestions:
  - Provide polo shirts for volunteers
  - Update flags/banners on the exterior light poles on Roberts and Livingston.
  - Create a tabletop in the center of the SC area for coffee and refreshments.
- Pre-Meetings will be at the APC on Wednesday, March 8, 2023
  - AP Lecture Hall, Auto Tech (209), Aviation Classroom (103), & Welding (106) with Smart Board capabilities for the CAO, Affiliates, CFO, Technology, and CAO/SAO meetings.
- Donaldson
  - Dedicate 123 and 002/003 for overflow.
  - LLH for the students
  - Seth and art club are creating a sticker for the Regents and special guests.
  - Business breakfast on Friday, March by invitation only.
Esports (ME)

- Mel Ewing will schedule a meeting to discuss the following:
  - Who has the authority to enforce the area’s rules?
    - No Food or Beverages
    - Student Conduct Issues
  - The funding for the esports area was paid out of student fees.
    - Who has signing authority?
      - Signage
      - Repairs
  - Discuss whether to keep the door unlocked so students will use the room more frequently.
  - Committee: Mel Ewing, Cole Wagner (Club Advisor), Nicholas Worsley (ASHC President), Sandy Bauman, and Emily Schuff.

Colors Training

- The facilitator is not available in December and suggested two dates in February.
- The Cabinet would like to wait until after the spring semester instead. Suggested dates: May 22 & 23, June 5 & 6 or June 12 & 13 in 2023.

Cosmetology Updates

- On October 24, the plans will be approved for bid.
- How do students get on a waiting list?
  - Direct the students to visit the HC website inquiry link, add their name, and note Cosmetology to get on the HC mailing list, or follow HC on Facebook.
- Sandy applied for the City of Helena ARPA Funds on Friday. If the funds were awarded, HC would use the monies to offset the cost of the Cosmetology loan.
- Robyn Kiesling is working on the curriculum with the consultant and with HR to hire the instructors.

MUS Convening on December 14

- HC/Boeing Partnership will be highlighted.

Equity Training

- The second group of employees completed the Equity training last week. The next step is to determine what to do with the information moving forward.

**Defining Characteristic: EQUITY**

We strive to foster a positive and welcoming climate where we value, include, and support all at Helena College.

1. Attract, retain, and support a diverse community of administrators, faculty, staff, and students.
2. Build and utilize community partnerships to recognize and address the holistic needs of our diverse population to bridge equity gaps.
3. Demonstrate a shared commitment to promoting equity in all areas of campus operations.
4. Identify and eliminate institutional barriers that have prevented the full participation of underserved groups.
**Strategic Goal 1**

Build institutional capacity for incorporating equity as a fundamental element of regular operational practice, decision-making, and planning.

**Strategic Goal 2**

Develop and implement strategies to disaggregate student and employee data to identify, monitor, and eliminate institutional barriers.

**Key Indicators:**

1. Disaggregated data to monitor and eliminate barriers
   - 1. Enrollment
   - 2. Entering cohort
   - 3. Retention
   - 4. Completions/graduation rates
2. Employee demographics
3. Campus Climate Survey
4. DEI-specific professional development activities