Mastermind Discussion:

Approve 10/17/2022 Minutes
- Tricia motioned to approve the minutes. Mel seconded the motion. The minutes were approved.

SOC Update - None

CARES Update
- There were two new students of concern reports regarding financial resources. They were referred to community services. The HEERF funds are depleted for this type of need. Abby will add reminders that HC has food pantries on both campuses and food share resources to the streaming TVs and the student newsletter.

MARCH BOR Update
- Booking 60 rooms at the top three motels for the BOR in March.
- Working with the Commissioner’s office for permission to use the Holter for the evening reception.
- The Commissioner’s office provided the checklist for planning.

Professional Excellence Awards (PP)
- Convene the faculty group who will choose the next winner.
- Convene the past winners of the non-faculty award to choose the next winners from the nominations.
- Schedule the award presentation at the breakfast on Dec. 20 before the State of the College.
- Sandy will email the committee members a reminder to select their recipients.
- November 30 is the deadline.
  - Each recipient receives a plaque, a $1000 stipend, and their name added to the Professional Excellence award wall display.

Purchasing ProCard information from Training (TF)
- Cari Schwen attended the training.
- Beau Howard and Cari Schwen are the administrators for HC for ProCard. Employees should not go directly to UM.
- Purchasing limits have been expanded.
Completion and Transfer History Report (JP)

- Discussed the highlights and trends. The reports will be posted in the HC Main Team and in the employee drive.
  - More graduates are earning more than one degree than in the past.
    - Welding, Accounting & Business, and Aviation
  - Check the number of general education certificates. If they are earning an AA or AS, they automatically receive the GE Certificate.
  - Pathways need to be identified so they can be tracked. It helps determine faculty schedules, courses offered, sections, and future planning.

Display Case Scheduling (AR)

- Marketing will create a form to request the space to schedule the display case.
  - HC showcase in March 2023.

Holiday Cheer Activities—QWL (RK)

- Planning the December holiday fun and festivities.
- Snacks, cookies, gift exchange, crafts, and much more.
- Cookie exchange is Dec. 23rd.
- Does Cabinet want to host an activity?

State of the College Location and Plan (SB)

- The date is Tues., December 20 from 10 a.m. to noon.
  - Breakfast will be served in the DON LH tentatively from 9 to 10 a.m.
  - State of the College –TEAMS and/or in-person in the Lecture Hall.
- The open forums are for discussion.
  - Possibly change it from the Dean’s forum to a Cabinet forum.
- The State of the College is update driven.
  - Add more time in the end for questions.
  - Decide whether to use a moderator.
  - Add to MMM.

Trick or Treat Plan (SB)

- Robyn is working with Trish Klock, Bryant Principal
- Robyn will confirm the time. Expecting 1:30 p.m.
  - Early release that day
- Come in by the main entrance, main hallway, student center, and out the east doors.
  - All departments are welcome to set up along the route.
  - Set up stations along the route.
    - Bench in the foyer, at the entrance and end of the SC at each, down the nursing hallway, and out.
    - Four stations.
  - ASHC will be included in the planning.
  - There will be 292 students.
DCAC Plan (SB)
- Topics for Wed., Oct. 26 meeting:
  - Next steps on Equity.
    - Baseline training completed.
    - How does HC incorporate what the workshop presented into the culture?
  - Communication strategy for an open forum and the state of the college.
  - Start to meet face-to-face?

Saturday Building Access Concerns (SB)
- Jeff Nelson, Facilities, is on campus on Saturdays. There are no services, but it is open for students to use Wi-Fi. All of the donated candy was taken from Emily’s area last Saturday.
- Ask Jeff to record how many people use the building, what time of day, how long they are on campus, and the purpose.
  - Is it possible to shorten the hours on Saturday?
- In the future, the salon will be open on Saturdays, and more services and personnel will be needed.

Transcript Holds (VC)
- Fin Aid puts a hold on transcripts if they do not do the loan exit counseling.
- Evaluate the reason HC holds transcripts.
  - How often does the hold impact a student?
    - What are the solutions to avoid impacting a lower income student?
  - Revisit when Sarah Dellwo is present.