DEAN’S CABINET MINUTES
MONDAY, OCTOBER 31, 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:
- HC Academic Calendar

Mastermind Discussion:

Approve 10/24/2022 Minutes
- Tricia Fiscus moved to approve the minutes as amended. Valerie Curtin seconded the motion. The minutes were approved unanimously.

Updates
- Employees can use a single sign-up into Vector now.
- The Independent Record ran a full-page advertisement highlighting the grant-funded EMT course.
- The Dean is going to recommend that the ASHC officers attend the November BOR meeting so they know what to expect when Helena College hosts the March 2023 BOR.

CARES Update: One report of a student with mental health concerns.

APC Lecture Hall Smart Board Placement
- Stephanie Hunthausen would like to keep the projector and screen for presentations.
  - The Cabinet agreed and suggested that a retractable screen could be mounted on the upper shelf in a cabinet. The screen would be retracted if the Smart Board was mounted to the same wall.
  - The other choice was to mount the Smart Board on the northeast wall on the left or north side of the pillar and strategically place the TVs.
  - The recommendations will be considered.
- Tables and Chairs
  - Recommendations: Purchase tables with wheels that can fold up easily like the tables in the DON LLH area.
  - Recommendations: Order chairs will have wheels, an upholstered seat and back. The chairs in the classrooms will have a vinyl seats instead of upholstery.
- Carpet:
  - The painted concrete area will be carpeted with carpet squares. The vendor cannot match the pattern and colors exactly. The Cabinet suggested intermingling the current and new carpet squares in a random pattern.
MARCH BOR Update

- The State lodging late for L&C is $107 plus taxes.
  o Great Northern will offer a reduced rate of $155(Double Queen) and $170(King). The hotel is holding 5
    rooms each. Recommendation: Book the rooms.
  o DoubleTree will offer a reduced rate of $129 per room. Double Queens and Kings. 20 rooms are blocked.
  o The Hampton Inn and Delta Marriott have been contacted.
- The March BOR Planning team has been created. The first meeting will be scheduled soon.

Academic Calendar (SB/SD)

- The Cabinet discussed the students, staff, and faculty feedback.
- Summary:
  - Need to maintain a minimum of 74 instructional days – 75 is always the goal. We have heard these days matter
    and want to make sure that faculty have what they need for effective instruction.
  - The comment we received about Friday as a break for students missing the mark was a great insight, and we
    have adjusted to remove that day.
  - We also saw a desire for a longer break, so have added that day to the two planned days off in March.
  - The single biggest comment we received was to line up with the school district spring break. That is difficult for
    several reasons:
    o We set our calendar before any of our local school districts, so we don’t know when they are having
      their breaks until our calendar is set.
    o We have three (at least) different school districts we are working with, and they do not always match
      calendars
    o When the spring break at the school district is in April, that is too late in the term for us to be having an
      extended break
  - Given the limitations we have on aligning our break with the school district, we cannot make that guarantee.
    However, we will move the three-day break from March to the month’s end. That is our best guess of when the
    school districts will be breaking, based on what both Helena and East Helena did this year.
  - We discussed adding a two-day break in the fall but determined that would not be possible for the upcoming
    year.
    o Would not have a huge impact on students – as we heard, most do not have class on Friday
    o To maintain instructional days, we would have to either remove the days around Thanksgiving as break
      days or start the semester earlier. Neither suggestion seemed like a good option or meet the intention
      of the comments.
  - For spring, we also heard comments about a week off. Since we currently use President’s Day as part of an
    extended break, we would be at 73 instructional days with a week break. To get back to 74 or 75, we would
    need to extend our end date by a week. That would mean our summer cohorts that need 13 weeks would get no
    break between spring and summer. We need to have a least two weeks break between summer and fall - both
    for the student’s sake and to complete the necessary processes like financial aid SAP review and academic
    progress checks.
  - One other important note – on this internal document we show Columbus Day on the calendar to document the
    fact that we exchange that state holiday for the day after Thanksgiving, per Board of Regents policy. This is to
    comply with a CBA requirement in which “Columbus Day” is specifically referenced as the state holiday. We do
    not list that day at all on our published calendar, as it is a regular work and class day.

Colors Training has been confirmed for June 12-13 (SH)

- Dates are confirmed.
  o A calendar block will be emailed in the spring.
Cosmetology Branding Conversation (AR/RK)

- Abby would like to introduce a different font and complementary colors for the Cosmo program.
  - The majority of the area, stations, and chairs are white, black, and chrome and the acoustical tiles are white.
  - Orange is not a great fit for the inside of the salon but would be acceptable at the entrances.
  - The new accent colors and additional fonts will fit with the current branding.
- Wall finishes:
  - Robyn is working with the Architect to determine how to finish the walls. i.e., the paint color and texture, and identifying the location and finish of the wall that will house the mural that will be added later.
  - Upper deck area will be painted in different colors taking into consideration how the light will reflect the color below.

List Pulling for Giving Tuesday (AR)

- There will be a social media push for November 29, 2022, *Giving Tuesday* donation drive for the HC Foundation.
  - The donations will be earmarked for the HC Stars scholarships.
- Abby is building a community email list from the Cabinet’s contacts.
  - The lists will be pulled from an Outlook or Gmail account and the appropriate contacts will be kept.
  - Most of the advisory board and school contacts are in Mail Chimp but need to be updated.
- Abby will send out the instructions after using Sandy’s list as a trial.

NWCCU

- A current resume of each Cabinet member is one of the requirements of documentation for the upcoming NWCCU visit. Upload the resume in the NWCCU MS Team files.