DEAN’S CABINET AGENDA
MONDAY, FEBRUARY 13, 2023
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 ...
- ☒ Carl Schwen, Exec. Dir. of Fiscal Services
- ☒ Paige Payne, Executive Assist. to the Dean/CEO (recorder)

Mastermind Discussion:
NAPR – 45 minutes - Tricia Fiscus & Mary Twardos will present.
- Sandy takes notes and will summarize the recommendations.
- Sandy will meet with Mary and Tricia to discuss the recommendations.
- The final recommendations will be uploaded to the database.

Approve February 6, 2023 Minutes
- Valerie Curtin moved to approve as amended. Stephanie seconded the motion. Approved

SOC Update
- 2/9/2023: Report of a loose dog (German shepherd-type bred) near the Donaldson building, no concern about dog’s behavior.

CARE Update was reviewed by the Cabinet.

MARCH BOR Update:
The pre-meetings are scheduled.

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Meeting Description</th>
<th>Contact</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00pm</td>
<td>2:00pm</td>
<td>UM - Campus Affiliate Meeting</td>
<td>President Bodnar</td>
<td>AP Lecture Hall</td>
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<tr>
<td>2:00pm</td>
<td>3:00pm</td>
<td>2 Year &amp; Comm College CEO Meeting</td>
<td>Joe Thiel</td>
<td>AP Lecture Hall</td>
</tr>
<tr>
<td>3:00pm</td>
<td>5:00pm</td>
<td>SAO</td>
<td>Crystine Miller</td>
<td>AP 106</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>5:00 p.m.</td>
<td>CAO</td>
<td>Joe Thiel</td>
<td>AP Lecture Hall</td>
</tr>
</tbody>
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This one will be held at the OCHE offices, so no campus room needed

- CIO’s will meet at 3 p.m. on Tuesday in AP204
- The campus maps are updated.
- Send photos of campus events to Sandy for her welcoming address.

Move Record Storage
- Enrollment boxes and the shelving (if needed) will move to the APC in the storage area behind Sandy’s APC office.
- The HR archive boxes will be stored in the AP cold storage building.
• Purchase and install a secure chain link enclosure in the cold storage area. Utilize extra shelving in the AP IT area.
• The Business Office archive boxes will be moved to the office (DON102I) across from Cari’s office on the Donaldson campus.

Skills USA Concessions Discussion (SH)
• Stephanie will work with Cari to schedule a pop-up concession stand.
• The Art or Aviation Club can sell concessions to raise funds for their projects if they are willing to man a table.
  • Include food, supplies, safety glasses, etc.
• There will be a hospitality room for the judges & support. Skills USA is lacking funds and is seeking sponsors.

CCSSE Data Workshop with Directors/Staff (JP)
• Jessie would like to offer a CCSSE data workshop to directors and staff. The faculty workshop was very successful.
• Determine and day and time for a 2-hour session.
• Offer two sessions, a morning and afternoon session, with a mix of directors and staff.
• It will be required.

CTI Internship Idea (SB)
• CTI has funds to pay wages for an internship. HC would have to provide the outcomes and skills they would acquire through the internship.
• Electronic storage.

SOC & Evenings (SB)
• Currently there is not a custodial presence in the evening. In case of emergency or maintenance issue, John’s cell is listed and the SOC extension: X6991.
• Sandy will ask John how many calls and how often does Facilities get a call after hours?
• If John is going to be on leave, ask him to forward his office phone to one of his employees.

Cosmetology Student Info Session(s) Schedule (RK)
• Schedule student information student sessions in April add it to the dual enrollment session in the evening.