DEAN’S CABINET MINUTES  
MONDAY, APRIL 10, 2023  
CABINET MEMBERS:

- ☒ Sandra Bauman, Dean/CEO  
- ☒ Kelley Turner, Exec. Director of Operations  
- ☒ 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. Director of Retail Services  
- ☒ Paige Payne, Executive Assist. to the Dean/CEO (recorder)

Pre-Read:
- LCPR comments  
- Accreditation Workshop Plan

Mastermind Discussion:

Approve Minutes
- Jessie Pate moved to approve the 4/3/2023 minutes. Sarah Dellwo seconded the motion. The minutes were approved unanimously.

SOC Update
- No report.

CARE Update
- The Cabinet reviewed the report.

True Colors/Professional Development for Directors (SH)
- True Colors is tentatively scheduled for June 13. Two cabinet members have conflicts on the date and True Colors may not be the leadership professional development the Directors need.
- Other ideas: The DISC assessment is a comprehensive tool to develop leaders.
  - Teaches problem solving and communicating effectively as a team.
  - After the on-line assessment, there is a three to four hour debrief a month later.
  - Schedule cabinet and directors using PD funds in May before July 1. Sandy will send an email to directors and Robyn will schedule with the trainer.
    - The trainer is local, making it easier to schedule the training.
    - HC will receive a discount as a Chamber member and a discount as more participate.

Academic Recovery Plan (ARP) Draft (SD)
- Proposed Process:
  - Referral or warning if a student’s GPA falls below 2.0.
  - A registration hold is placed on the student’s account.
  - The student is contacted by the academic coach after a letter is sent to the student.
  - After the student meets with the academic coach, the registration hold is released.
• Additional Processes to consider:
  o The plan will be considered a pilot program. After a year, provide retention data compared to the year before to the Cabinet.
  o If the student is already registered for the next semester and brings the grades up, the student does not need to meet with the academic coach.
  o When the list comes out, the academic coach will meet with the advisors first to get their input and background information. The advisor can recommend lifting the hold based on their evaluation of the situation.
  o Ensure that the academic coach has the time to meet the student needs during the semester, especially in the summer.
    ▪ Focus on communicating with the student.
    ▪ The hold will be lifted if the student is doing well the next semester.
    ▪ Allow students to change their schedules even if there is a hold on the registration.

Event Feedback (JP, AR, KT)
• Is there a mechanism to provide feedback or a review of the events held at HC?
• Not currently. Consider providing a link on the online calendar or through vector.

LCPR Campus Feedback (SB)
• Most of the feedback was positive.
• There was a concern about health issues from low voltage transmissions.
• HC will contact LCPR and move forward with the project.
  o HC is going to apply for a NEH grant to remodel the Art House, using the LCPR as the humanities and narrative section of the grant.

State of the College Topics (SB)
• IDEA Committee process.
  o Ask each member of the IDEA committee to participate.
• Present the budget process at the April Forum and State of the College.
  o Working on a data driven model.
  o Restructure BTM adding staff and faculty over the summer.
  o The pay plan’s impact on HC’s budget and other institutions.
• Dual Enrollment (LJ)
• Summer Construction & Moves
• Safety Update (KT)
• CEC (Loomis)
• Employee Excellence Award Announcement
• Ask for written updates from each department and topics ideas from the campus.

Summer Accreditation Workshops for Staff (SB)
• The workshop will review Standard One with sub-standards to get feedback from the staff.
• The workshops will be scheduled on Tuesdays from 9:30 to noon.
• The topics will be posted ahead of time so each director can choose the session and who to invite from their department.
• IDEA will review the feedback from faculty and staff to start writing the narrative.
  o Suggestions:
    ▪ Provide a comment period after the feedback is published.
The fall workshops will combine faculty and staff during the IDD days.

Summer HC Gathering (RK)
- Establish a date in the summer to host the “Fun in the Sun” at the cabin on the Missouri and send a calendar invite soon.
  - Saturday, August 5, 2023, was suggested.

eSports Area (VC)
- There have been some conduct issues in the eSports area.
- Student conduct rules and “no food or beverage” signs will be posted again.
- IT can add the language to the computers to require the user to agree to the terms before the user can log in.
- Mel Ewing will look at UM’s eSports policy for reference.

Online Chat
- There is an online chat button on the website.
- The inquiries are infrequent, not a live chat, and difficult to man.
  - Departments answer inquiries by email instead of chat.
- Who pays for the Providesupport.com software? What is the subscription cost?
- Suggestions:
  - Ask Della Dubbe and Amy Kong how often they receive requests from the online button. If the frequency is low, migrate to a pop-up chat with contact information.
  - Possibly restructure the staff and faculty directory by department with dropdowns.