DEAN’S CABINET MINUTES
MONDAY, MAY 15, 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 ...
- ☒ Cari Schwen, Exec. Director of Retail Services
- ☒ Paige Payne, Executive Assist. to the Dean/CEO (recorder)

Approve Minutes
- Cari S. motioned to approve the 5/1/23 minutes. Kelley T. seconded the motion. Approved.

Questions about Updates?
- HC is exempt from paying for the risk insurance for two years but will need to continue to follow through on the best practices by offering defensive driving courses and other preventative safety courses.

CARE Update:
- The Cabinet reviewed the update.

State of the College Recap (SB)/Open Forum Feedback (JP)
- Open forum feedback was very positive.
- Adding the other Cabinet members as hosts was well received.
- The SOTC may have been too long. Reduce the forum to one hour of presentations, then a 30-minute Q & A.

Cabinet Planning Day
- The date is May 30, 2023
  - Regroup training. 30 minutes.
  - Committee Missions and Purpose
  - Safety
  - Revisit strategic plans next planning day.
  - Evaluate each area/department. Look at the strengths, weaknesses, and a strategy to improve.

Voicemail to Email (ME)
- The feature is enabled, but there are concerns.
- The feature sends an email with a voicemail written in the email, but this is like phishing techniques and may be confusing.
- IT will test it first with Cari S., Kelley T., Robyn K., Valerie C., and Abigail R. Valerie would like the voicemail email to go to the general FA number. Ed Benasky will reach out to the others to determine how they would like the feature configured.
External Hard Drive Discussion (ME)

- One Drive and the Shared Drive are the industry standard for backing up files.
- The responsibility to back up files on an external hard drive is with each department. IT will not be responsible to schedule, save, and back up the material. IT will help on a one-on-one basis.
- Send external hard drive requests to Mel and he will determine the size of the hard drive that is needed.

HR Update Best Practices for Hiring (KT)

- Non-bargaining employees will receive the pay increase on July 2.
- The bargaining employees will not receive the pay raise after their contract is ratified and approved, then the Regents have to approve the ratified contract. It is not known if the pay increase will be retroactive. Negotiations are in progress.
- A MUS tuition waiver is available to a dependent wherever they live.
- MUS has guidelines for internal hiring including pay rates and schedules. Refer to the guidelines when changing an internal employee’s title and job description. It is considered a promotion and the pay must meet the guidelines.
- Minimum requirements need to be met upon hiring, but there are ways to offer less pay until the requirement is met, or include language that experience equivalent will be considered.

Marketing

- **Campus TVs:**
  - Continue the displays during the summer because there are new students and other groups on campus.
    - Chosen Name, Financial Aid, FASFA, etc.
    - Send Abby social media items to post on the website and streaming TVs.
- **Student Newsletter:**
  - Send them out once a month. Update the list to include the new students.
  - Send the specific information to Abby to add each month. She will send out a reminder.
- **Regroup App Conversation (AR)**
  - The application is easy to use in addition to using the website to send out a regroup message for any warning and emergency scenario.
  - Ask Cabinet members to download the app.

Sewage Problem

- There is a blockage in the line in the riser room causing the sewage to come up from the floor out of the drains. If approved, the repair will be paid for through the HEERF funds.