DEAN’S CABINET MINUTES
MONDAY, JUNE 19, 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 Schwen motioned to approve the 6/12/23 minutes. Jessie Pate seconded the motion. Approved.

SOC Update
- None

Care Update
- Reviewed by the Cabinet

Timesheets (SB)
- Faculty and contract professionals do not have to turn in a time sheet unless leave is used. HC is not a state agency.
- Employees paid by a grant must submit a bi-weekly time sheet showing time and effort.
- Hourly staff must submit a bi-weekly time sheet.

Performance Review Clarification (SB)
- The recently implemented additional employee review is not necessary for contract professions. HR will delineate which review is required for contract professionals and staff on their webpage.

Parking (KT)
1. DEFINE PARKING PRIORITIES:
   a. ADA meet minimum compliance
   b. Delivery//Retail Cosmetology
   c. Premium parking fee//Assigned spots
2. Parking data table (current):

<table>
<thead>
<tr>
<th></th>
<th>TOTAL</th>
<th>ADA</th>
<th>ADA-REG %</th>
</tr>
</thead>
<tbody>
<tr>
<td>APC</td>
<td>109</td>
<td>4</td>
<td>3.67%</td>
</tr>
<tr>
<td>DON</td>
<td>55</td>
<td>15</td>
<td>27.27%</td>
</tr>
<tr>
<td>EAST LOT</td>
<td>116</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>280</td>
<td>19</td>
<td></td>
</tr>
</tbody>
</table>

3. RESEARCH NEEDED/UNRESOLVED ISSUES:
   a. Parking cost survey comparison with:
i. Last Chance Business District parking permit fee
ii. State offices facility parking lots
iii. Carroll College
b. Premium parking
   i. Develop Fee schedule based upon stated revenue goal (no Premium fee at AP)
   ii. Reserve 45-46 Premium spaces (inner ring) increased fee
c. Reverse traffic flow pattern on Townsend Ave reducing the Go Around time if no parking spaces are available near Cosmetology retail
d. Charge fee for employees parking

4. DECISIONS:
   a. Retain Delivery landing area (sandwiched between Cosmetology/Retail carved out)
   b. Cosmetology Retail:
      i. Reclaim seven (7) Employee spots Southwest (near N. Roberts) side
      ii. Designate nine (9) retail front to Southeast corner (relocate dumpsters)
   c. Reduce excessive ADA spaces at DON to align w/minimum compliance: five (5)
      i. Reclaim ~15 ADA spaces East-side DON transition to Premium fee/assigned spots (remove cross bars increases spots)
      ii. Retain: two (2) Welcome Center; two (2) East-side entrances and one (1) Cosmetology retail