DEAN’S CAMPUS ADVISORY COUNCIL MINUTES
WEDNESDAY, JANUARY 26, 2022
Virtual Meeting Every Fourth Wednesday at 1:30 to 3 p.m.
MEMBERS:

- ☒ Sandra Bauman, Dean/CEO
- ☒ Tricia Fiscus, Asst. Dean of Admin. Affairs
- ☒ Tammy Burke, Exec. Dir. CTE
- ☒ Valerie Curtin, Exec. Dir. Compliance/Fin. Aid
- ☒ Jessie Pate, Dir. IR/Effectiveness
- ☒ Donna Breitbart, Director of Marketing, Communication, and Alumni Relations
- ☒ Robyn Kiesling, Exec. Dir. Gen Ed & Transfer
- ☒ Sarah Dellwo, Exec. Dir. Enrollment
- ☒ Stephanie Hunthausen, Director of K12
- ☒ Paul Nicholson, Fac. Senate Pres. Elect
- ☐ Steve Lewis, Faculty Senate President
- ☒ Julie Adams, Staff Senate President
- ☒ Ryan Loomis, Director of CEC, SBDC
- ☒ Debra Rapaport, Director of Nursing
- ☒ Emily Schuff, Director of Student Life
- ☐ Michelle Werle, ASHC President
- ☒ Paige Payne, Exec. Assist.t to the Dean/CEO (recorder)

Mastermind Discussion

Charge:
- Share the information in the area updates and from the meeting to your constituents.
- Pursuing clear and transparent communication campus-wide.

RT Funds (RL)
- RT funds are ARPA Rapid Re-Training funds. 6M of the State’s ARPA funding was designated to Accelerate Montana, a non-profit through UM.
  - The goal is to support programs around the state for training and re-training. Accelerate Montana will hire 8 to 13 outreach coordinators.
  - Focuses on employers retraining current or new employees.
  - Remote delivery is preferred and must be a 6-month program.
  - Helena College’s CEC certificate programs may be eligible for the RT funds.

Diversity & Inclusion Recommendations (SB)
- The committee is proposing a shift in their mission from performative measures as a committee to influencing policy and procedures from an inclusion lens as a Diversity Council.
  - What is the framework for the council?
  - What Professional Development policy training is available?
- Campus-wide Professional Development (PD) Baseline:
  - The first step for HC is to establish a baseline and offer campus-wide PD.
  - National Alliance for Partnerships in Equity (NAPE) provides training for DEI.
    - The basic introductory course is titled Micro-Messaging builds a basic understanding of diversity and equity.
    - The three-hour training includes interactive breakout and reflections sessions. The cost per session is $3500 plus the material cost for the printable version is $15 to $25 per person.
  - Funding source: PD and DEI budgets.
NAPE recommends 35 to 40 participants per session.
Two sessions will be scheduled for April 15, 2022. Students do not have classes that day. One early in the day and one later in the day.
The asynchronous version is available without the breakouts. The cost is $39/participant. This version will be offered to new hires or employees who miss the session.
   - Expectation:
     - It is important to have shared knowledge across the campus.
     - Sets a precedent that the college is committed to DEI.
     - The sessions will be required for all full-time employees and faculty.
       - Optional for adjuncts on a volunteer basis.
     - Log certificate through Vector.

On-Boarding Discussion (SB)
- The summary of the Employee satisfaction showed that there were frustrations with the onboarding procedures.
- Conversation:
  - Rethink the OWL to a group of people who welcome a new hire to campus.
  - Clarify and improve the communication of who is coming on campus as a new hire.
  - How do other campuses onboard new employees?
  - Ensure that the historical information is available and archived for new hires in supervisory/director roles.
    - Start creating procedures on where and how things are filed on the shared drives.
  - Previously, HC provided an orientation for new hires.
  - Faculty onboarding is a little different from supervisory and staff.
    - Some universities provide a small stipend for first-time faculty to onboard before the hire date.

ACTION:
- Gather information from the following groups:
  - New hires and supervisors who just on boarded an employee. (Dean’s Office will schedule this)
  - Staff Senate
  - Faculty Senate and PAC
  - QWL
  - Directors
    - Ask each group to provide a clear understanding of the problem, the issues, and the frustrations in relation to the onboarding process.
- Leaders of each group will bring back the feedback to the next meeting on Feb. 26, 2022
  - Upload the findings as a pre-read for the next meeting in the DCAC MS team file.
- After the findings are discussed, DCAC will form a workgroup that has representatives from all the reporting groups. The workgroup may be the QWL committee.

Sandy will assign a chair for the next meeting on Feb. 26, 2022.