DEAN’S CAMPUS ADVISORY COUNCIL MINUTES

WEDNESDAY, MARCH 23, 2022
Virtual Meeting Every Fourth Wednesday from 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, Dir. of K12
- ☒ Paul Nicholson, Fac, Senate Pres. Elect
- ☒ Steve Lewis, Faculty Senate President
- ☒ Julie Adams, Staff Senate President
- ☒ Ryan Loomis, Director CEC, SBDC
- ☒ Debra Rapaport, Director of Nursing
- ☒ Emily Schuff, Director of Student Life
- ☒ Michelle Werle, ASHC President
- ☒ Paige Payne, Exec. Asst. to the Dean/CEO (recorder)

Approve February Minutes
- Tammy Burke motioned to approve the minutes. Ryan Loomis seconded the motion. Approved.

Equity Workshop (NAPE) Update (SB)
- Calendars are blocked for campus-wide workshop
- Working through procurement. May have to postpone the workshop until the fall.

Skills USA April 7 - 8
- Ambassadors will be giving tours at the APC.
  - Invite other faculty from the Donaldson campus to attend.

On/Off Boarding Discussion (TF)
- HC can create the 790 number instead of waiting for UM to create the number.
- QWL does not want to take on the onboarding process.
- Create an ad hoc committee to improve the process after graduation.
  - The committee will be made up of volunteers including recent hires.
  - The committee will research best practices and create a plan to meet HC’s needs.
  - IT, HR, and administration will evaluate the plan.

SENSE Survey (JP) (Students Entering)
- SENSE is a survey that will be distributed online to all new students or gateway courses.
- Determine the date to administer the survey.
  - The period to administer the survey is usually three to four weeks.
  - Choose between Sept. 26 to Oct. 14, and Oct. 24 to Nov. 4.
  - **Decision:** Sept. 26 to Oct. 14, 2022
- Discuss incentives or other ways to promote participation:
  - Set a budget.
    - Offer something small for taking the survey and offer a grand prize.
      - Coffee, tool, or book voucher.
  - Determine format and custom question options and costs.
The group is going to look at the special focus modules. Send feedback to Jessie.

- Default/free special focus module: Transfer
- Other special focus modules: $750 each (halfway down page)

**NEH July 2022 Humanities through Film Updates (SH)**

- The first cohort created the film, *No Ordinary Time*.
  - Ari Laskin is the Director.
- The film has been accepted by five film festivals.
  - PBS is scheduled to show the film and there will be two showings on the Donaldson campus in April.
- Next summer’s program and documentary will focus on the construction of the capitol building with a diversity theme.
  - Recommend to students.

**Mobile Hot Spots (SB)**

- The contract ends in July and is costly to continue.
  - Nine to eleven mobile hot spots are checked out at any one time.
  - Campus internet is available in the parking lot.
- Is there not any alternative or additional HC funding.
  - CTI may be able to provide funding for internet service.
  - Financial Aid may be able to provide an advance for internet service, along with tools, books, or computer purchases. Valerie Curtin and Cari Schwen will create a process.

**Budgets (TB)**

- Finalizing the estimated revenue.

**Perkins Grant (TB)**

- HC received $109,000 this session which is less than last year’s allotment.
  - HC’s Pell-eligible student count is lower and two tribal colleges are applying.
- The focus will be on Avionics and Cosmetology.