DEAN’S CAMPUS ADVISORY COUNCIL MINUTES
TUESDAY, OCTOBER 2, 2023
First Tuesday of the month from 8:30 to 10 a.m.
DON 132
MEMBERS:
• ☒ Sandra Bauman, Dean/CEO
• ☒ Kelley Turner, Exec. Dir. Of Operations
• ☒ Cari Schwen, Exec. Dir. Fiscal Services
• ☒ Valerie Curtin, Exec. Dir. Compliance/Fin. Aid
• ☒ Jessie Pate, Dir. IR/Effectiveness
• ☒ Abigail Rausch, Director of Marketing
• ☐ Robyn Kiesling, Exec. Dir. Gen Ed & Transfer
• ☒ Sarah Dellwo, Exec. Dir. Enrollment
• ☒ Della Dubbe, Dir. Library Learning Hub
• ☒ Ann Willcockson, Dir. TRIO & Retention
• ☒ John Rutherford, Dir. Of Facilities & Maint.
• ☒ Stephanie Hunthausen, Exec. Dir. CTE/DE
• ☒ Paul Nicholson, Fac. Senate Pres.
• ☒ Beau Howard, Staff Senate President
• ☒ Ryan Loomis, Director CEC, SBDC
• ☒ Seth Roby, Gen. Ed. Art Instructor
• ☒ Amy Kong, Dir. eLearning & Faculty Dev.
• ☐ Debra Rapaport, Director of Nursing
• ☒ Emily Schuff, Director of Student Life
• ☒ Mel Ewing, CIO
• ☒ Melanie Heinitz, Exec. Asst. & Office Manager (Recorder)

Note: DCAC canceled in May, June, July, August and September

Approve Minutes
Jessie motioned to accept the minutes as read, and Cari seconded the motion. All in favor, none opposed, none abstained: motion carried.

As a group, we discussed the purpose of the DCAC: A Forum for all areas of campus to exchange important information and provide an opportunity for conversation/input on decisions.

Together, we discussed and established goals, expectations, and rules of engagement:

Goals:
• Area updates: Need format
  o Future facing
• Input on Decisions
  o Collaborative
  o Understand the impact before implementation
  o Build upon work together
• Transparency
• Big Ideas that transcend a single department
• Planning Process (some examples of important planning to do as a group)
  o Space/building
  o Academics
  o Planning Calendar
  o Employee retention
• Help us apply for grants/manage grants/explore opportunities

Expectations:
- Share with our teams/departments
- Global Thinking
- Process for prioritizing
- Open-minded
- Formal report out for State of the College
  - Where we are
  - Where we want to go
- Look at the aspirational
- Recommendations go to the next level for decisions, when appropriate
- Keep connected to Annual Plans as a way to track the strategic plan
- Incorporate our DISC Strengths
  - Seek Assistance, and keep in the conversation (Nov. Agenda: Add DISC Discussion)

**Rules:**
- In-person if possible
- Updates forward-looking a week prior to the meeting
  - Calendar Reminder one week out (Melanie)
  - Calendar Reminder two days before (Melanie)
- Assume good intention
- Shorten time to 60 minutes (Melanie change the invitation to 60mins)
- Homework prior to the meeting
  - Pre-reads
- Evaluate effectiveness in a few months / Flexible
- Add to Agenda
- Be Curious and not Judgmental
- Full Attention
- Donuts
- Start with Pulling out updates to move to the agenda
- Timeline – 15 minutes for questions or updates.
- Della adding OER ideas in Teams

**Next semester:**
Time for all in attendance. Student member time is better in the afternoon.

All Team Members: Add your “non-negotiable, I can’t change” times for spring to the spreadsheet in Teams. Melanie will send reminders to those who do not add their availability to the spreadsheet.

**Format for updates:**
- Two sections – updates/announcements and future plans/activities:
- For updates/announcements limit to three to condense and make the agenda manageable
- For upcoming Plans, three sections – 30 days, 60 days, 90+ days
- Identify the resources in your plans
- Set-up for the Agenda: Updates at the end, Mastermind upfront
- Spreadsheet in Teams for non-negotiable dates and times – Cari has ideas on the spreadsheet.