

DEAN'S CABINET MINUTES

MONDAY, JULY 10, 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)

Mastermind Discussion:

Approve Minutes

- Amendment: Remove “service” before vendors.
- Sarah Dellwo moved to approve the minutes as amended. Stephanie Hunthausen seconded the motion. Approved.

Student Handbook Discussion (SB)

- The format of the current handbook is unorganized and redundant. Most of the information is already in the catalog or should be added to the website.
- Sandy and Paige will edit the handbook:
 - Keep the FAQ page
 - Include the link to the student complaints page.
 - Code of conduct information and updated language.
 - Quick guide to navigate answers on the website.

SEP Committee (RK)

- The Cabinet will review and discuss the SEP plan:
 - Review original goals.
 - Analyze the viability and measure the progress.
 - Determine the next steps, whether to continue or make a directional shift.

Professional Development Follow-Up (SB)

- DISC next steps:
 - Offer DISC to the rest of the campus using PD funds. \$9000 is earmarked for campus use.
 - Approximately 60 more employees need to take the assessment. $\$130 \times 60 = \8340
 - Offer three separate debrief sessions. The cost is \$350 per session. $\$350 \times 3 = \1050 .
 - Total cost: \$9390 (Before any discounts offered by DISC)
 - Encourage teams to meet after the debrief sessions to disseminate the results and learn about each other's strengths and preferences.
 - The Cabinet will conduct a trial work session.
 - Read the assessments of each Cabinet member.
 - During the work session, each member will share the following:
 - Key takeaways

- False information or results
 - Highlight how to communicate with me.
 - How is it going to be used with their staff
- Purchase an institutional membership to the National Institute for Staff and Organizational Development (NISOD).
 - The cost is \$875 and will be funded out of Dean's budget.
 - Ask the Professional Development committee to host and promote the available trainings.
 - Highlight CEC education courses offered in the MMM periodically.

Parking Discussion Cont'd (KT)

- The Business Office has not heard back from OCHE if HC has to submit the parking fee changes to the BOR.
- Facilities would like to start on some of the items that have been decided.
 - Reserve 15 spots for Cosmetology. The salon will open in April 2024.
 - Eventually Cosmetology can pay for the spaces.
 - Reverse directions of the one way. Start the process with the City of Helena.
 - Move the dumpsters to the cage over by the garage.
 - Add a loading area and reduce the number of handicap spaces on the east side.
 - Add new lines to change the diagonals.
 - Start now to get the campus used to the changes.

Cultural Awareness Training Opportunity for ID Days (RK)

- Indian Alliance offers a free workshop on cultural awareness.
- Robyn and Sandy will meet with Kaitlyn to discuss what topics are covered and to possibly schedule a trial workshop before it is added to the ID Days schedule.