

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.