

DEAN'S CABINET MINUTES  
MONDAY, AUGUST 7, 2023

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*Helena College Mission:*

*Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.*

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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)

**Pre-Read:**

- [Annual Work Plans AY 2022-23 Dashboard](#)

**Mastermind Discussion:**

**Approve Minutes**

- Change Sentinel language to “in progress”. Stephanie moved to approve the minutes as amended. Cari Schwen seconded the motion. Approved.

**Questions about Updates?**

- Dual Enrollment student bills will be reprinted and mailed out.
- A dish will be used to broadcast the network from the east parking lot to the Donaldson campus.

**Annual Work Plans – AY2223 Review & Priorities for AY2324 ([view dashboard](#))**

- The Cabinet reviewed how the AY23 work plan goals aligned with the Strategic Plan.
- The Cabinet will set priorities for the upcoming year's annual plans.
  - Last year the Cabinet did not set priorities since it was a new strategic plan.
  - A field will be added to the beginning of the annual plans for developers to outline their professional development goals for the year.
  - The Cabinet decided to concentrate on fund management, equipment replacement plans, professional development, and innovative ways to reduce costs. It will be the “Year of Stewardship”
    - Highlight stewardship events to bring recognition and awareness monthly in the MMM.
    - The topic will be discussed at the ID Day meetings.
    - Professional Development will focus on stewardship workshops.

**SOC Discussion: (SH)**

- Classes start at 7 a.m. at the APC staff and faculty are on campus at 6:30 a.m. The faculty will be instructed to call Valerie Curtin if they need assistance before 8 a.m. Melissa will call Sandy Bauman, then the SOC, if Valerie is not available.

### **Accessibility Workgroup (RK)**

- HC does not have an accessibility policy or procedures for documents and records or guidelines for everyday documents.
- Ann and Robyn will co-lead the workgroup this year.
  - The workgroup will meet with various departments to create recommendations for accessibility guidelines and procedures.
  - The workgroup will develop a policy and procedure for approval, adoption, and implementation.
  - The focus will be on materials, courses, and the website.
    - The focus is not on the physical environment at this time. The physical environment is a different discussion and work is already happening in that area.
    - Amy will work on expanding the materials created in her office to focus on all institutional materials, not just course and instructional materials, and offer accessibility pieces of training throughout the next year.
  - The workgroup membership: Academics, eLearning, TRIO, IT, Marketing, and Student Life.
  - Note: All software and subscription must be reviewed and approved by UM for accessibility before they can be purchased.

### **Welcoming Address at ID Days**

- Email Sandy ideas for the campus welcome address.
  - Cyber Factor-2 Authentication
  - Access to Success
  - Year of Stewardship