

DEAN'S CABINET MINUTES  
AUGUST 21, 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)

**Mastermind Discussion:**

**Approve Minutes**

- Cari Schwen motioned to approve the minutes. Mel Ewing seconded the motion. Approved.

**BOR Travel September (SB)**

- Robyn, Stephanie, and Sandra are staying Tuesday through Thursday September 19-21, 2023.
- Cari, Kelley, Valerie, and Emily will travel to Butte on Tuesday, September 19, 2023, only.

**The Future of DCAC & Directors (SB)**

- Directors may need a regularly scheduled open forum type of meeting to connect as a group. The Dean's office will schedule an all directors meeting to discuss DISC.
- DCAC will be canceled and possibly pivot to the community advisory council. Sandy will speak with the staff and faculty senate presidents to get their feedback. Both senates can request to be on the Cabinet agenda.
- BMT will add a faculty and staff member to the team.

**Accreditation Workshops Prioritization (SB)**

- Common areas for improvement:
  - Use data to determine the budget and campus inclusion in the budget process.
  - The website is difficult to navigate and not always up to date.
  - Tracking and connecting with alumni.
- Decisions:
  - Prioritize which improvements HC can focus on.
  - Add an accreditation feature in the MMM.
  - Add an accreditation item to the agenda.
  - Identified side concerns: daycare, counseling, pathway limits, and spring break.

**Cabinet will be canceled August 28<sup>th</sup> due to the start of the semester.**