

DEAN'S CABINET MINUTES  
NOVEMBER 20, 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
- **Melanie Heinitz**, Executive Assistant & Office Manager (recorder)

Note:

November 6, 2023, no Cabinet meeting

November 13, 2023, no Cabinet meeting

### Mastermind Discussion:

- **Approve Minutes:**
  - Kelley made a motion to accept the minutes as read, and Jessie seconded the motion. All in favor, none opposed, none abstained: motion carried.
- **Questions on Updates?**
  - Finishing Trades: The first cohort meeting will be in the first part of December. No credits will be given. Based on if they earn the journey status. Stephanie and Sandy will be meeting over the break.
  - Sandy reported on her South Carolina trip and Trident School. Trident School is similar to us but larger. Bosch and Boeing apprenticeships.
- **Besides 11/23-24, is the building to be locked on that Saturday, November 25? (question from IT) (SB)**
  - Yes, the building will be closed Saturday. Melanie will make signs for the doors at Donaldson Campus and she will check with Christy Stergar and confirm that CEC doesn't have any events.
- **SOC Update:**
  - Received an Early Alert with concerns of suicide ideation in a student. The student was referred to counseling by the instructor and Emily performed an outreach and will touch base again in the coming week.
  - FBI showed up on campus ABE student. Tracking the student, FERPA guidelines: you can identify the student. No schedule, but if in person, they can speak with the student (legal counsel). We do not recognize ABE students, or functions on campus for students that are not in our program.
  - There was a backpack left in the library. SOC line is not lost and found. A reminder will be placed in MMM to remind all that there is a Lost and Found on both campuses.
- **CARE Updates:**
  - Two pathways for handling CARE reports has been solidified. Student Referral pathway – issues will be discussed with advisors when resource-need referrals. The BIT team formed to address concerning behavior/students with increased needs for interventions and support.
- **QPR training: (SB)**
  - Emily will be presenting. Dates needed, Jessie will put them in vector.

- Format for Suicide and Conflict Resolution. De-escalation, and Classroom Management. Teaching faculty about Preventable Situations.
- **SEP: (RK)**
  - The file has been placed in Teams. Review and add any results.
- **State of the College: (SB)**

Here is the tentative agenda, based on my notes from the cabinet.

December 18 – 8:30-10:30

  - 1) 8:30-8:40 – Welcome and Abby show new commercials. They will get everyone in a good mood!
  - 2) 8:40-8:50 – Financial update – Cari
  - 3) 8:50 – 9:00 – Financial aid changes with Gainful Employment – Val
  - 4) 9:00 – 9:10 – update on the hangar and motorcycle program – Sandy
  - 5) 9:10-9:20 – HVAC - Sandy
  - 6) 9:20-9:25 – BRIEF NWCCU reminders and timeline – Sandy
  - 7) 9:25-9:30 – parking changes – Kelley
  - 8) 9:30 – 9:40 – LMS update - Amy
  - 9) 9:40-9:55 – academic updates – OTA sprint degree and cosmetology
  - 10) 9:55 – 10:30 – questions

10:30 (or sooner if no questions) move to the Cosmetology space for an open house.  
Time for each topic, and we could maybe change up the order to make it flow really well.
- **HVAC Office move plan: (SB) (Keep on Cabinet Agenda)**
  - The HVAC Update for Donaldson's second deck is overdue. Outdated fan coil units failing, they are unresponsive temperature control systems.
  - The State of Montana Architecture and Engineering Division selected a bid to begin this year.
  - Access to Success area: Getting cleaned out at the end of November. ABE area: Faculty moving offices into classrooms.
  - Faculty will need a full set-up. Parking will be an issue for the Salon and HVAC.  
Open space in the Student Center where the old ASHC offices used to be located.
  - No personal mail will be able to be received in the cashier's office.
  - Fireproofing and securing of files for large Welcome Center files storage needed.
  - More discussion and planning will occur as the movement begins.
- **Nov. 22 at the Airport Campus (SH)**
  - Sandy will be on APC, and her meetings will change to APC. Kelley and Robyn will be on DON.
- **De-escalation and Classroom Management Training (VC)**
  - We need UM to come to campus and do a training. Possible training prior to the Spring semester. This would be a requirement for faculty. Robyn will be checking in with UM for classroom management.
- **Annual Work Plan Dashboard & Report (JP)**
  - There is at least one goal in every area with an Increase in Stewardship, and Impact is the second highest. The majority of plans have been well written. Training and resources have assisted with the goals.
  - The dashboard can be filtered as needed. Annual Work Plans will allow you to hover, and then it will pull up links that show goal status. IDEA committee public viewing: Tabs are new and accessible from Teams. Tab with Smart Goals.
- **NWCCU Standards Review: 1.D.1, 1.C.8 (JP) - Deferred**