



DEAN'S CABINET MINUTES
FEBRUARY 12, 2024

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.

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 Fiscal Services
- Melanie Heinitz, Executive Assistant & Office Manager (recorder)

Mastermind Discussion:

Strategy Time: (8:30-9:00)

- **Discuss from Cabinet on Student Life coverage:**
 - Administration of Maxient – Sarah (achieve level 5 in the next two weeks) HC needs two administrators at level 5.
 - Care Referrals – Valerie will review and see if a committee is needed.
 - Student Life or CARE Team category:
 - NABITA Team: Valerie & Sarah
 - Student Life Referrals: The number of students needed.
 - Housing, counseling, and food resources:
 - The Advising meeting was managed by Emily.
 - Process for referrals of all contacts, and resources:
 - ASHC temporary advisor: Cheryl Ravenscroft, Sandy will talk to Cheryl. Cari will help with funding – approve a budget, and Robyn will help with elections, and approve early spending for the next year.
 - When are there meetings for ASHC?
 - SAO mtg. - Valerie
 - Grants – Valerie
 - Mandated Meeting (no rep. from HC): Sandy
 - The Food pantry maintained by TRIO
 - Town Pump Grant purchase of food items – Rollover
- **NAPR meeting with Student Life Program (9:00 – 9:30) Emily Schuff Reporting**
Discussion with Emily on the Student Life Program
- **Approve Minutes:** Deferred
- **Questions on Updates:**
 - Skills USA on Sunday
 - Fishbowl: Replace the window that was shot

- UM - Follet – Cari discussed – Concerns on Fee Based
- Transition the Nursing and Cosmetology
- **SOC Update:** none
- **CARE Updates:** Updates and reviewing of student issues; however, no changes.
- **K-12 statewide updates regarding charter schools and ACT testing**
 - OCHE – 19 public schools approved as charter schools. Helena (PAL, Online, Montessori) – How does this work with Dual Enrollment? What platform are the charter schools using? Stephanie will be receiving additional information.
 - ACT Testing – Testing Center
 - HC could have a role in the testing, space, offer time to cover testing
- **Toshiba Printer Placement**
 - Electrician, Location, Storage currently, Scanner needed
 - Mel: Copier Life options review, going paperless.
- **Minors on Campus Policy**
 - 400.8 review policy
 - Background checks
 - Recurring background checks
 - Check UM
- **HVAC Update:**
 - Concerns about providing an employee breakroom area.
 - DON 209 phasing out usage.
 - IT will remove and store upstairs items.

This Thursday Start: Home Town Helena at Helena College