

DEAN'S CABINET MINUTES
MARCH 11, 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 Retail Services~~
- **Melanie Heinitz**, Executive Assistant & Office Manager (recorder)

Mastermind Discussion:

- **Strategy Time: (8:30-9:00) Discuss LLH NAPR**
 - Discussion on Library Learning Hub NAPR: Review from the Cabinet. Sandy took notes, and she will provide suggestions to Della Dubbe.
- **Approve Minutes: 2.26.24 and 3.4.24**
 - 2.26.24 Kelley made a motion to accept the minutes as read, and Mel seconded the motion. All in favor, none opposed, none abstained: motion carried.
 - 3.4.24 Mel made a motion to accept the minutes as read, and Val seconded the motion. All in favor, none opposed, none abstained: motion carried.
- **Questions on Updates:**
 - Mel reported the Form for Banner is being modified.
 - Facilities is working with IT to submit a claim with RMTD to secure funding to replace the: Uninterruptible Power Supply (UPS)
 - Pending cost estimate from IT
 - eSports is temporarily being used as temporary faculty office space due to the HVAC project displacing the faculty space in May
 - Prison graduation discussion
- **SOC Update:** None
- **CARE Updates:** Three new CARE reports. Two are in relation to financial stress leading to lower academic success than normal. A third is in relation to accommodation – a potential 504.
- **Policy 400.8**
https://helenacollege.edu/campus_facilities/policiesprocedures/docs/CurrentPolicies/policy400.8-protection-and-safety-of-minors-in-college-programs_20230101.pdf
 - The Cabinet will review the Policy and do the training in Vector.
- **NWCCU Data**
 - Received the data the evaluators were given about Helena College by NWCCU to review prior to the site visit. The data comes from IPEDS and includes information on enrollment and retention.
 - We will schedule a time for the Cabinet to come together prior to the visit to review our data in more detail so we are able to answer questions that may arise.