



DEAN'S CABINET MINUTES

APRIL 8, 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
- ~~McEwing, 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) Accreditation visit prep!**
 - **Prepare to answer the following question during the visit, and provide evidence:**
 - Jessie presented questions for discussion for the Northwest Commission of Colleges and University. How is Helena College using disaggregated data and comparison institutions to determine areas for priority, celebration, or need for improvement?
 - Send written items to Jessie to back up using disaggregated data.
 - Degree works – proposal sent to OCHE for funding.
 - TRIO Grant – find funding opportunities
 - Perkins Grant uses data to fund programs
 - Dual Enrollment MT university dashboards – collecting information – how are we serving different populations?
 - Brought back a position as the need was documented.
- **Minutes:** 4-1-2024 Reviewed
- **Questions on Updates:** None
- **SOC Update:**
 - Report of a community member asking students for rides, employee was just concerned that students would be uncomfortable and wasn't sure how to handle the situation. Help was given and the person charged his phone and requested an Uber.
 - Received a report of damage to a student vehicle on the APC, situation was handled by Kelley Turner.
- **CARE Updates:**
 - Two Care Tickets Received
- **Student Wellness position continued:**
 - Two different role descriptions were posted for review.

- Review of the two different role descriptions. 2 to 3-year plan to reassess. Possible movement of a stipend or ASHC opportunity for growth.
- Version two - Director of Wellbeing and Student Engagement.
- Add and manage the HC grant.
- Ideas for TRIO MT 10 funds: advisor with leftover funds. MT 10 funding – Fund discussion.
- ASHC funding –support system as an advisor, 15 hours a week for employees, stipend ideas for payment.
- **Don't Cancel Class type program**
 - Faculty sick leave – canceling class – canned options:
 - List of options - Financial literacy, Financial ideas, Library, Academic instruction, notes taking, SBDC sharing how to start a business, Community Ed training offered, Ed to go, Handshake, mock Interview skills. Wellness, how to form a club, Sandy will prepare a Transactional model of communication presentation.
 - Add a document to TEAMS:
 - Start building ideas:
- Minors on Campus
 - Helena Middle School visit:
 - One person from our campus to accompany
 - Restroom use handled by their staff
 - Response to group directions: HC is only facilitating not managing students
 - Staff-to-student ratio
 - Invite Jason Grimmis to the discussion
 - What constitutes a campus?
 - 15-year-old individuals on our roster for MMRS

Off-Campus: Lunch – on Friday.

Cancel Cabinet Meeting on April 15, 2024.

Deer Lodge Prison Graduation: May 6th – Abby, Val, Stephanie, Dave Jones, and Jerry will be put on the clearance list to attend: Rehearsal – April 29th