



DEAN'S CABINET MINUTES

APRIL 22, 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)

No Cabinet meeting on April 15, 2024

Mastermind Discussion:

- **Strategy Time: Data Feedback Report**
- **Review Minutes: (next week)**
- **Questions on Updates:**
 - Kelley: Training completion rate – All employees including Adjuncts
 - Nursing – provision for Nursing – Department Chair Duties
 - The NWCCU- Report has arrived.
 - FAFSA – Numbers are low - 40% across the nation
 - Cari and Sarah – will check on the parking fines that may affect the holding of grades
- **SOC Update:** none
- **CARE Updates:** some tickets that dealt with students
 - Title nine ticket last night
- **Cosmetology update:** meetings with the program
- **Plan for Employee breakroom:** Look at DON 009 this week as a possible option
 - **Welcome Center:** Welcome Center not moving for HVAC
- **Confirm the date and promote the river party:**
 - **August 10** – Sandy and Robyn will work on the promotion of the event
- **Summer Schedule options/announcement** – Individual areas will manage any schedule adjustments. The summer schedule will be May 13 – August 2. Approval may be needed if IT or Maintenance are needed. Continuing Education Events and notification of evening events. One custodian – down. Sandy will add this to the announcements.
- **State of the College topics** – check on who would like to present
 - Budget
 - QWL Award
 - Josh Bennett

- Jeri Bucy
- MMRS
- Follett Campus Store Vendor
- Accreditations
- Questions – time keep
- Wear the lanyard when speaking.
- Canva update from Amy
- Senates (faculty & staff)
- **Director of Student Wellness & Engagement:** All suggestions by Friday to Sandy and Sarah. Sandy will finalize it on Friday.
- **NASPA Conference opportunity**
 - **Please check out this conference to prepare [2024 NASPA Conferences on Student Success in Higher Education](#)** – We have 2,000 PD and 600 for programming. Review the conference offerings. Sandy needs to let the NASPA people know next week. Email Sandy who would like to attend. Spend by June 1st, plan sent by May 1st. All food left from the campus store needs to be removed as the new vendor needs a clean start.
- Bonds
 - Helena Bond K & L restructured – will be paid off this year in May 2024
 - SPAD – updating
 - Dealing with high-interest bonds first
 - Lighting project or plant reserve
 - 4.76 interest on Cosmetology bond – restructure – Current
- Quottly – has over a hundred students this semester – Cari needs access to view the reports.