
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.

Advisory Council Minutes

Cosmetology Advisory Board

May 5, 2025 at 12:30 pm DON123

Donaldson Campus 1115 North Roberts, Helena, MT 59601

Attendees: Dawn Anderson (Director), Sandra Bauman (Dean/CEO), Tony Wilson (Instructor), Jewelie Holmes (Floor Manager), Kathy Mortimore (Advisor), Megan Winfield, (Magnolia), Lucy Richards (MT DLF Exec. Officer), Shawn Arkell (Her Alibi), Jess Miller (Great Clips), Paige Payne (recorder)

Program/Department Updates

First Cohort of Cosmetology Students

- Started January 2024 (spring semester)
 - 16 original enrollments
 - 14 successfully graduated with an Associates of Applied Science degree.
 - All 14 completed more than the 1500 hours required by the state
 - All 14 have jobs in the industry
 - Completion rate is high.
- Second cohort of five students will complete in August 2025.
- Nine students finished their first semester and will continue in the fall.
- The program will accept 16 students in the new cohort

Current Curriculum, Facility and Schedule:

- Milady 14th Edition Cosmetology & CIMA online platform.
- Clinic/Salon Floor: 20 Hair stations, 4 manicure tables, 4 pedicure tables, 2 facial beds, and 6 shampoo bowls.
- New Classroom 210 remodeled in December 2024 to facilitate COSM101 & 102.
 - Accommodates up to 16 students includes 2 shampoo bowls, portable pedicure tubs and facial/massage tables.
- Guest speakers scheduled to teach other perspectives.
- Students enrolled in the first 2 cohorts attended Tuesday – Saturday 8:30am – 4:00 pm

Current Faculty and Staff:

- Tony Wilson, Cosmetology Instructor, helped set up the program and has taught all 4 semesters of instruction.
- Gretel Sizemore, Cosmetology Instructor since Spring 2024 teaching classroom and salon floor, now primarily teaching COSM 101 & 102 (first semester)
- Jewelie Holmes Cosmetology Instructor since Summer 2024 currently acting as the salon floor coach, plan to transition to assist with COSM 101 & 102
- New Director, Dawn Anderson began Oct 1 2024 also teaching classroom and salon floor

- Emily Taapken is our work-study, receptionist and future cosmetology student.
- Open positions: Full-Time Faculty, Adjunct Instructor, Part-Time work-study receptionist.

Upcoming Changes:

- New Schedule beginning Fall 2025: COSM 101/102 Monday-Friday 8:30am – 3:30pm, Beginning Spring 2026 COSM 111/112 Tuesday-Thursday-Saturday 8:30am – 5:00pm, COSM 211/212 Monday-Wednesday- Friday 8:30am – 5:00pm dependent on Instructor availability.
- Start Dates for Cosmetology Spring and Fall (no longer offering summer because it is a shorter than spring and fall, and staffing)
- Increased maximum enrollment to 16 per start date.

Topics for Discussion

Student Performance:

- Do you employ any Helena College graduates? How are they doing?
 - Appreciative that there are new students/employees to choose from in Helena, instead of Butte or Great Falls.
 - Students are eager to learn.
 - Survey the owners yearly for feedback.
- What would cause you not to hire a Helena College graduate?
 - Their ability or desire to commit to any day and time during the month.
- What do our recent graduates seem to struggle with most?
 - Most new students are uncomfortable cutting hair, especially men's haircuts.
 - Customers are booking more nail appointments instead of haircuts.
- Have you identified any gaps in the knowledge or training of our graduates? If so, can you please expand on the identified gaps?
 - Promote hair cutting.

Student Preparation:

- What non-technical (soft skills, 21st Century skills, employability skills, etc.) are most important to you?
 - Resume, portfolio, and portray professionalism. Interview 101: on time, make-up, and professional clothing.
- Are any changes needed in our curriculum or program offerings? If so, what do you suggest?
 - Build shadowing into the curriculum or an assignment to interview a salon owner. The State will not allow hours outside the curriculum. The board representative is going look at the statues.
- What does a new grad need to know on day one of a new job with your company?
 - It is no longer school, but the real world. Don't bring in drama, be ready to work, and have a coachable frame of mind.
 - Teach the different types of paid opportunities: productivity, commission, booth renter, etc.

Upcoming needs:

- What trends, technology or other areas, do you see in your industry that may require new skill sets for cosmetologists?
 - Marcells are being replaced by wands in some kits.
 - Use AI to create color formulas.
 - Clients will use AI to choose hair color and cuts.
 - Virtual courses. 100% of theory can be taught virtually. A future idea for apprentices.
- What is your anticipated workforce needs?

- In 1 year: All of the businesses are experiencing a shortage of stylists.
- Did you participate in our Career Fair? What suggestions do you have for connecting with our future professionals?
 - Help the students create a set of questions to ask the participants.

Other:

- Are there other people or employers you would recommend for this advisory board?
 - Please contact Dawn. The next Advisory Board meeting will be in October 2026.
- Do you have any interest in teaching or helping to train skills in our program?
 - The next topics are business and men's haircuts.
 - Adjuncts have to be licensed by the state board.
- What ideas do you have for recruiting new students?
 - Not answered. The meeting ended.