DEAN’S CABINET MINUTES  
FEBRUARY 05, 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)

Pre-Read:
• Strategic Goals 2022-27 Responsible Parties and Timeline
• Student Life NAPR Cabinet Review 20240129
• Montana University System Committees
• February 5: Deadline for Cabinet to read Student Life program review, will discuss and prepare questions in the meeting

Mastermind Discussion:
Strategy time: (8:30-9:00) Meet Jason Grimmis - Welcome and Introduction of Jason and introduction of all the dean cabinet.

• Approve Minutes: Deferred
• Questions on Updates: None
• SOC Update: None
• CARE Updates:
  o Significant student conduct event. Learned, new standardized steps, not every conduct case is a CARE case. Written procedures. Running to areas in parallel support.
  o Lock Down Button – review, procedures, and training needed.
  o Strategic planning is needed when adding a new electronic item on campus.

• Hometown Helena New Location
  o Public exposure to our campus. $5.00 per week donation for coffee. Beneficial: Community Awareness
- Wednesday night is set up in the Student Center. Zoom and a projector are needed weekly. Review with Kelly Cresswell. Rolling tv option for Smart Board, and parking.
- Graduation setup will take priority. Shift of the location when needed. Check on average weekly donation collection from coffee.

- **Strategic Plan Mid-Year Updates – IM-2, EQ 1 & 2 - Deferred**

- **Skills USA continuation**
  - Third-year HC has hosted Skills USA.
  - Disorganization, better communication needed, management needed, safety concerns, associated with the event.
  - Concerns have been shared with the Skills USA program.
    - Safety Concerns Addressed
    - Weigh in on the investment for all programs

- **Automotive faculty position**
  - Only a 2nd-year program is offered currently. Host faculty position and mentoring with Perkins Grant funding. Overlap with mentoring and curriculum work.
  - Jerry Stewart – Cohort in the prison system
  - CTE onboarding, equipment, and knowledge sharing needed

- **Discuss Student Life NAPR**
  - Review of Program
  - Disability Resources moved from this program
  - Student Engagement and mission statement broadened
  - Student Government portion needed in the program review
  - Club funding, beginning fiscal preparation

- **Montana University System Committees list**
  - List has been gathered and updated

Event: 26th of February, Join Celebration with HC and Carroll College in the Cosmetology classroom: Robyn and Paige Ferro are organizing the event.

Kelley reported:
- NeoEd: no cost for three years.
- New recruiting tool because Silkroad going away.
- Camera locations or new camera: LLH and Student Center