



**DEAN'S CABINET MINUTES**  
**FEBRUARY 05, 2024**

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*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.*

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**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:**
  - Significant student conduct event. Learned, new standardized steps, not every conduct case is a CARE case. Written procedures. Running to areas in parallel support.
  - Lock Down Button – review, procedures, and training needed.
  - Strategic planning is needed when adding a new electronic item on campus.
- **Hometown Helena New Location**
  - 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: 26<sup>th</sup> 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