DEAN’S CABINET MINUTES
FEBRUARY 12, 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)

Mastermind Discussion:

Strategy Time: (8:30-9:00)
- Discuss from Cabinet on Student Life coverage:
  - Administration of Maxient – Sarah (achieve level 5 in the next two weeks) HC needs two administrators at level 5.
  - Care Referrals – Valerie will review and see if a committee is needed.
    - Student Life or CARE Team category:
    - NABITA Team: Valerie & Sarah
    - Student Life Referrals: The number of students needed.
    - Housing, counseling, and food resources:
    - The Advising meeting was managed by Emily.
    - Process for referrals of all contacts, and resources:
  - ASHC temporary advisor: Cheryl Ravenscroft, Sandy will talk to Cheryl. Cari will help with funding – approve a budget, and Robyn will help with elections, and approve early spending for the next year.
    - When are there meetings for ASHC?
  - SAO mtg. - Valerie
  - Grants – Valerie
  - Mandated Meeting (no rep. from HC): Sandy
  - The Food pantry maintained by TRIO
    - Town Pump Grant purchase of food items – Rollover
- NAPR meeting with Student Life Program (9:00 – 9:30) Emily Schuff Reporting
  Discussion with Emily on the Student Life Program
- Approve Minutes: Deferred
- Questions on Updates:
  - Skills USA on Sunday
    - Fishbowl: Replace the window that was shot
- UM - Follet – Cari discussed – Concerns on Fee Based
- Transition the Nursing and Cosmetology

- **SOC Update:** none
- **CARE Updates:** Updates and reviewing of student issues; however, no changes.
- **K-12 statewide updates regarding charter schools and ACT testing**
  - OCHE – 19 public schools approved as charter schools. Helena (PAL, Online, Montessori) – How does this work with Dual Enrollment? What platform are the charter schools using? Stephanie will be receiving additional information.
  - ACT Testing – Testing Center
    - HC could have a role in the testing, space, offer time to cover testing

- **Toshiba Printer Placement**
  - Electrician, Location, Storage currently, Scanner needed
  - Mel: Copier Life options review, going paperless.

- **Minors on Campus Policy**
  - 400.8 review policy
  - Background checks
  - Recurring background checks
  - Check UM

- **HVAC Update:**
  - Concerns about providing an employee breakroom area.
  - DON 209 phasing out usage.
  - IT will remove and store upstairs items.

This Thursday Start: Home Town Helena at Helena College