



DEAN'S CABINET MINUTES

APRIL 1, 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)

March 25 Skills USA – No Cabinet meeting

Mastermind Discussion:

- **Strategy Time:** Jeri Bucy's Introduction to Cabinet
- **Approve Minutes: 3.18.24**
 - Cari made a motion to accept the minutes as amended, and Mel seconded the motion. All in favor, none opposed, none abstained: motion carried.
- **Questions on Updates:**
 - Kelley will send a Vector Training for additional K-12 training.
 - Cari had questions about the hangar utility bills and proof of lease payment while the hangar is being leased from HC.
- **SOC Update:** Nothing Significant to Report
- **CARE Updates:** None
- **Perkins Updates: Compliance findings and allocation for 24-25, estimated Perkins allocation for 2024-2025 which will be \$164,318.06.**
 - Waiting on changes they requested for compliance: one request by Perkins was an issue OCHE will need to resolve within the language on the MUS central application.
 - Women's Restroom
 - Stephanie will send a Maintenance Ticket to address the finding along with a timeline.
 - The Formula-based funding is based on low-income CTE students
 - Perkins Dual Enrollment amount has not been released. Any CTE program can submit a request for professional development. Stephanie will send out a survey out this week.
 - Perkins wants to see how the request will enhance a program: new, or better equipment should be requested. Perkins places a real emphasis on how to better serve underrepresented populations on campus.
- **Courseleaf Proposal**



- Quote for pricing; The Catalog (CAT) timeline would be four to six months for implantation. July or August would be the soonest Courseleaf could begin.
- Curriculum (CIM) the function and flow.
- Banner Costs are going up.
- The Cabinet chose to proceed with the purchasing of the CAT in CourseLeaf.
- **Director of Student Engagement and Wellbeing**
 - Sandy redid the Role Description
 - Reporting adjustment needed
 - This job will focus on well-being first, and student engagement second. Switch - Wellbeing to come before Engagement in the title.
 - Onboarding: a clear delineation is needed concerning engagement
 - Refining, Training, and Active engagement with the Associate Student of Helena College (ASHC)
 - Possibility of a single job moving to two jobs
 - Director of Student Wellbeing – split funding
 - Every year mirrors the intent of the elected officials.
 - Students from ASHC could be involved in the hiring process.
 - 19 hrs. a week job research
- **Plan for breakroom - Deferred**