



DEAN'S CABINET MINUTES

APRIL 29, 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)~~

Cabinet notes 4/29/24

Strategy time: Cabinet review of IPEDS Data Feedback Report. Key takeaways:

1. The IDEA committee did a very good job selecting peer institutions. Our institution is very similar in most areas.
2. One noticeable difference is in the success indicators of our part-time students. Our students are not retaining or completing at a comparable rate to our peers. This needs to be an action item for Helena College. Add to DCAC agenda for discussion and strategy ideas.
3. Another noticeable difference is in the number of employees relative to the size of the institution. We have fewer employees than our peers.
4. For future conversations, Jessie will use this peer group to pull historical data to look for longer-term trends.

Questions/Discussion on updates:

1. The VA audit went very well. We had a few clerical errors to correct. Also, we will need to refund \$80 as the TEAS test is no longer an allowable expense under VA benefits.
2. All financial aid directors and CEOs in the MUS received a notification from ED that our mandatory audit was delinquent. This was due to a delay at the Legislative Audit Division. OCHE is handling the response for the system.

SOC: Nothing to report, no calls. There was a phone problem last week that may have prevented some calls from going through, but no one has raised any concerns.

The final State of the College agenda was reviewed and approved.

HVAC Plans – Facilities will be making necessary adjustments to the building during the week of May 6 to make the construction areas ready for the contractors to take possession of the spaces. Due to a change in the necessary space for piping, there will be a small amount of work done in the Student Center. The Facilities team and the contractor have been made aware that we must accommodate both Hometown Helena and the Bryant graduation ceremony.



May 8, no water at Donaldson – Because there will be no water at Donaldson campus in the morning on May 8, Facilities will bring in porta-potties. A communication will go out to campus letting everyone know that they should talk with their supervisors if they have questions. We will bring in bottled water for drinking.