



DEAN'S CABINET MINUTES
MAY 13, 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
- ~~McEwing, 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)

Canceled Cabinet meeting May 6, 2024

- **Strategy Time:**
 - Program Reviews next week
- **Review Minutes: April 8, 22, and 29, 2024** – Approved to post
- **Questions on Updates:** Question for Valerie on Title IX regulations: How will the changes impact us? Still in training and working with UM. Will have two procedures in place for those complaints that took place before 8/1/2024 and those that happened 8/1/2024 moving forward.
- **SOC Update:** 1 incident – DON roof leaking after all maintenance/facilities individuals had left campus. It was a Known leak when there was heavy snow. The older roof area is where there are two leaks. Phone tree when there is a maintenance issue: John, Tommi then Kelley.
 - **SOC for the Week Switch:** Jessie will take this week, and Stephanie will take June 24-30.
 - **SOC List:** Remove phone numbers on the MMM, and pin them to the top of the Teams file.
- **CARE Updates:** None
- **APC & DON Lactation Room:** Pod or room employees, and students can use. The room is not allowed to have a toilet. Without a lactation room, we are out of compliance. Reviewing for locations on both campuses.
- **Review of 100.3 policy this summer:** We need to review our discrimination and harassment policy in conjunction with UM. HC will need to align with UM's policy and procedures as we depend on their support for legal and subject matter expertise. 100% of all employees will need to have the training. Modality is not stated, but all employees must have the training. By August 1, 2024, a process will need to be in place. Valerie will be checking on the need for Adjunct training for compliance. Alicia Arrants oversees Title IX and will be contacted to set up a training visit for IDD Days. CTE & Other Programs (Nursing and Cosmetology) Training on Wednesday in August IDD Days – Stephanie has hired a trainer.
- **Construction Day:** 8th Graders – Friday, May 17 & Saturday, May 18, Helena WINS has organized the event, and HC provides the lot and some indoor locations.
- **June 4th Day Topic:**
 - Don't Cancel Classes Ideas



- Look at office needs and future ideas
- Building Spaces
- Time for our Cabinet Meeting: Not on Monday, but preferably an afternoon
- IDD Schedule
- An additional planning Summer Day
- NWCCU preparation for Seattle visit