

DEAN'S CABINET MINUTES
JUNE 3, 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)

May 27, 2024, no Cabinet Meeting - holiday

Mastermind Discussion:

- **Strategy Time: (8:30-9:00) Discuss the Community Education Center program review with Jeri Bucy**
 - Program Review with Jeri. Feedback requested by Jeri – overall there was a large amount SBDC took up a large portion of the written review and is not proportionately equal. Separate the programs by workforce vs. enrichment classes. Review of the facilities' usage, who is using our facility, and what revenue is being earned. Testing center usage review, the testing center is not creating a large revenue. Reviewing the cost of the CDL program. FAA exams need to be taken in Helena. Helena does not offer FAA testing. Stephanie has requested a review of how to get licensed to proctor the FAA exam. Scheduling and profitability with each program. Three “r” in email. Research the revenue before the implementation of a new test or program.
 - Massage - \$500 bonus if registered before July 9th. If by August 10th not five students then a review will be needed. A marketing campaign was successful. Lower financing with a proven program. It is an eight-month course. Jeri would prefer (200 hours of self-study) so the student could work and still take the course. Restructuring review of the program timeline and time of classes.
 - Jessie will check with Bryon to allow access to the Program Review for Jeri, and then publish. Jeri has reviewed the draft from the prior CEC director.
- **Review Minutes:** Post tomorrow after the cabinet has time to review.
- **Questions on Updates:** A new accountant position will be posted soon. Kelly Connect has been managing our Toshiba printers, which are owned by HC. They will increase fee pot spending authority if replacement of Toshiba printers.
 - Debrief this week on the welding program with faculty and test results.
- **SOC Update:** None
- **CARE Updates:** None
- **Banner Cloud:** Discussion with Corey Cardoza, Zachary Bossmiller, and Mel on Banner.
 - Upgrade to Banner 9 by September, October start 9 to 12 implication. Mach's in three cycles moving to the Cloud. Then schedule for production for the fourth and final move.
 - Each department will need to schedule to review of the validation portion. Testing is essential for each department to see if it is correct. Validation of the program is essential to the move to the Cloud.
 - Degree Works implantations contract grant was received.

- **Cosmetology update and messaging**
 - Staffing: Discussion on intake of students for the fall. Hired a new adjunct, starting June 4. Identified 420 hours per semester. Overload of 45 hrs. per semester. Hiring a director who will also be a faculty member.
 - Fall intake and messaging: 20 students on the floor wording is being reviewed.
 - Nails-only curriculum is being created.
 - A Dean's waiver will be offered to students waiting to enter the Cosmetology program. Sarah, Abby, and Sandy will identify the group of individuals and invite them to a meeting. Social media follow-up for the program. Reviewing the message, we sending out socially.
- **Performance review reminder – please send Sandy your self-evaluations so we can meet before June 25**
- **Plans for tomorrow** – an email was sent from Sandy with topics.