



## DEAN'S CABINET MINUTES

JUNE 17, 2024

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*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.*

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### 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)

*June 10 – Dean's Cabinet Canceled*

### Mastermind Discussion:

- **Strategy Time:**
- **Approve Minutes:** adjustments by tomorrow noon.
- **Questions on Updates:** New monument sign at Donaldson
  - **East Lot at Donaldson:** Waiting on the pedestal. Waiting for the final dishes mounted and build-up student access with fobs.
- **SOC Update:** none
- **CARE Updates:** none
- **Review of our goals for the upcoming year:** Smart Goals: documentation lacking: Jessie will be adding. Committee & Governance: written with a focus on committees are all governance. How do we increase governance of decision-making? Goal one and action item two adjusted. Review yearly with the entire campus:  
*Goal 3 – Action items:*
  4. Spring 2025 streamline committee structure to better serve the needs of the College
  5. Spring 2025 develop a document outlining shared governance, decision-making, and committee structure.*Indicators:*
  3. Document of shared governance and decision-making structure published to campus
- **DCAC meeting July 1:** Abby will be running the meeting. keep scheduled activities with Abby.
- **Why was there a sticky note over the camera in Cosmo's classroom?** They do not stream they are all in the classroom. Mel Ewing will meet with the COS team to review the capabilities of the Smartboard. Kelley will check the door that stores the safe to see if it is FOB-capable or already FOB-ready.



- **Feedback from faculty on move to DON 117 area:** Robyn and Kelley will work out the spacing in each office, for example: three-person or two-person space. Storage room review of items: GEN ED and Dean.
- **Review of the NWCCU report:** Presented by Sandy and Jessie this week in Seattle. Only one ProCard only used during the trip.
- **Sponsoring Grandstreet Theatre: 50 Tickets will be available for Helena College employees for the April 11-25, 2025 production.**