

DEAN'S CABINET MINUTES
JUNE 24, 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)

Mastermind Discussion:

- **Strategy Time:**
- **Review Minutes:** Post 6.25.2024 to HC website
- **Questions on Updates:** Banner Cloud – cost will not differ from the 350 thousand per year quote. Implementation cost is still in question. Any changes made now will be adopted into Banner. Helena Public School District is going to use its Advanced Opportunity Grant money to pay past 1-2-Free.
- **SOC Update:** None
- **CARE Updates:** None
- **DCAC meeting** – Abby will lead the discussion – Areas are assigned to bring their schedules for the year's events, so Abby can publish the events.
- **Debrief NWCCU meeting and next steps**
 - Homework for DCAC – Jessie will bring this to the meeting to discuss.
 - Sandy's comments are in the Team File. Committee structure and shared governance – all committees are overlapping. Faculty need to be more involved and have a paper trail for documentation.
 - Rotating Cabinet members, IDEA committee restructured.
 - Documentation authority for making decisions. Assist departments in recognizing their autonomy in making decisions.
 - Have each department review how they can begin the structure: budget authority, spending personnel hiring, work responsibilities, work plans, policies and procedures, and departmental duties
 - The view for each department would be visible with the above items
 - Decisions that roll up the food chain – Data
 - Review through Audits, and internal controls through policies and programs.
 - Naming of these steps will be forthcoming – Examples to accompany the request.
 - Appeals and the steps
- **IDD schedule - Sandy** - Room Reservations needed – Valerie will request guests from UM to speak on Title IX training. Sandy has a schedule of the rooms needed. I will request from Christy and Cc Melissa.
 - Brainstorm a topic in which an individual would need to send in a CARES report
 - **Student Center for Breakfast**
 - **Room Reservation needed for all IDD locations – Please review what will be needed today**

- **2024 Governor’s Tribal Relations Report – Narrative Due to Melanie, Tuesday, July 2.**
 - Melanie will check with the following employees: Ann Willcockson, Robyn – Bryant – Tours for Reservations – Tyler Fife, Tribal College Car Fair – Tyler Fife.
- **Last Chance Stampeded & Fair, July 24-27 – Tickets available**
 - Abby will pick them up. First come first serve, limited – VIP lottery
 - Ticket Package up to 24 Rodeo Tickets
 - 2 Tickets Per Night (Thursday, Friday, Saturday) to the VIP Hospitality Room – Abby will find out if these are in addition to the 24 tickets. Stephanie offered Melissa to manage the distribution of the tickets.
- **Lagging Enrollment:** Breakdown of student numbers in different pathways – Mongoose Texting Platform: to engage with students, noting items as you have applied (we need an employee trained on Mongoose – two-way communication to monitor the text)
 - Social Media Blast on several programs – Abby will start the ads in July. Digital reaches – Radio – FAFSA assistance!
 - Breakdown on returning students vs. new freshmen – Sandy will request information from Enrollment
 - Fair Booth for FAFSA: DCAC agenda item (rodeo tickets for those working the booth) – Set up with admissions information, HC swag
 - FAFSA – sign East Helena Rodeo above the shoots