

DEAN'S CABINET MINUTES
JULY 15, 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)
- **Guest: Jeri Bucy**, Director of CEC

Note: 7/1/24 & 7/8/24 Cabinet Meetings canceled

Mastermind Discussion:

- **Strategy Time: (4:00-4:30) – Jeri Bucy: Facility Rental Processes and Procedures**
 - Discussion and Ideas presented
 - CEC is breaking even currently; however, facility costs need to be included as there is additional work for these employees
 - Rubric needed for cost clarification
 - Proof of Insurance for organizations
 - Any partner organization needs to review, and possibly a decision tree to see if there should be a charge for usage
 - Add hourly rate, half-day/full-day charge, or evening rate/surcharge for facilities
 - Discussion on rate adjustments and marketing of the spaces available
 - Gather data on groups we cannot facilitate – what are their needs, dates, times, maintenance
- **Review Minutes:** posted tomorrow Tuesday, July 16
- **Questions on Updates:** None
- **SOC Update:** None
- **CARE Updates:** Two Care referrals submitted
- **Second Chance Pell:** Discussion. A letter will be sent with a response.
- **August 10th Summer Party:** Postponed in 2024
- **Admissions Counselor Role Description:** Presented by Sarah – adjustments to the description
- **CEC Funding:** Discussion
- **L&C Stampede volunteers' and messaging:** Overtime/flex-time and rodeo tickets
- **East Lot Tree Removal:** Alternative options will be reviewed