

**DEAN'S CABINET MINUTES**  
**JULY 22, 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)

**Mastermind Discussion:**

- **Strategy Time: (3:30-4:00)** – Jeri Bucy Presented an Overview of the Testing Center: The types of testing and the testing finances.
- **Review Minutes from July 15:** The minutes will be posted on July 16, 2024, to the HC webpage
- **Questions on Updates:** none
- **SOC Update:** No calls received.
- **CARE Updates:** Received one CARE case on a student.
- **Faculty Mailbox Location:** Robyn will receive mail for the faculty until further notice.
- **SOC Assignments August 26, 2024 – January 12:** Cabinet Teams file, continue to review
- **Tableau License:** OCHE allocated four licenses for HC, one of which is available following an employee departure. Cari will consider and inform Jessie if she would like a license.
- **Dates for College Employee Satisfaction Survey Fall 2024:** No date chosen, review next meeting.
- **Topics/speaker ideas for the all-campus ID Days meeting on Thursday, 8/22:** The speaker will be Seth Bodnar for the all-campus meeting.
- **All-campus breakfast / HTH conflict:** The HTH group will meet in DON 002-003 as the all-campus breakfast will be held in the Student Center.
- **Sabbatical brainstorming group:** Stephanie, Cari, Debra, and Robyn will meet along with the faculty.
- **Library Staffing:** Staffing will be needed as the librarian will be out for several weeks. Robyn is working on temporary strategies to fill in.
- **Changes to eLearning Staffing:** UM Western will not be sharing our LMS Administrator after August 2024. Discussion on Enrollment needs and CourseLeaf implementation.
- **Discuss Accounting & Business program review:** Deferred to July 29 agenda.