

DEAN'S CABINET MINUTES  
JULY 29, 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 Retail Services
- **Melanie Heinitz**, Executive Assistant & Office Manager (recorder)

**Mastermind Discussion:**

- **Strategy Time: (3:30-4:00)** – Jason Grimmis, Emergency Operation Plan Draft and Review Process
  - **EOP Presentation to Cabinet:** Jason presented a PowerPoint of the Emergency Operation Plan
  - Relations with neighboring businesses and schools
    - Homework for the Cabinet to read through *The Basic Plan* and *The Appendices*
    - Review by the end of September 27th – notes in track changes from the Cabinet to Jason
    - August 22 – Faculty Training
    - Request for alternative dates for staff training
- **Review July 22 Minutes:** by Tuesday, July 30<sup>th</sup>.
- **Questions on Updates?** Seth Bodnar has confirmed and will present on Teams at ID Days
- **SOC Update:** None
- **CARE Updates:** None
- **Regroup Testing:** Training needed
  - Idea: SOC could practice sending out Regroup messages during weekly SOC assignments to practice using regroup.
- **Data and Planning Calendar Idea:** Jessie would like to have a discussion with Dean's Cabinet and/or DCAC about data needs across campus before beginning work on institutional data dashboards.
  - Idea: Have a predetermined topic for DCAC to discuss during the meeting – dedicate majority of meeting to a special topic while still allowing some time for other topics that come up.
    - Discussion leaders could send out questions ahead of time so DCAC members can discuss with their areas and bring thoughtful contributions to the group conversation.
    - Map out a year of topics to support collaborative planning
    - These should be conversation-based vs. presentation-based.
- **College Employee Satisfaction Survey Dates:** Survey will run September 22 to October 2, with plans to have an initial report for review by Dean's Cabinet in mid-November. DCAC should also look at the survey after Cabinet's review and plan to share a final report with the campus by the beginning of the spring 2025 semester.
- **Discuss Accounting & Business APR:** Discussion on the two programs by the Cabinet
- **Follett Book Scholarships:** Follett is offering a \$1,000 scholarship. This has in the past couple of years been offered to Dual Enrollment students who do not qualify for any other scholarships. The vendor is changing but the offer will remain for Dual Enrollment students who need an additional boost.