

DEAN'S CABINET MINUTES
AUGUST 12, 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 Retail Services
- **Melanie Heinitz**, Executive Assistant & Office Manager (recorder)

Mastermind Discussion:

- **Strategy Time: (3:30-4:00)**
 - Adjustments made to Committee vs. Workgroups file in Teams
 - Committee changed to Council definition discussed
 - 3rd category added to spreadsheet - Council – Committee – Workgroup
 - Standing and Ad-hoc committee definition discussed
 - Link from Jessie (ideas will be reviewed and implemented by Sandy) into Spreadsheet
 - Great Falls has good examples for committee definitions
 - Better access to information and decision-making
 - Documents kept digitally for searching decisions – links ideal
 - Internal vs public decision where can these documents be stored
 - Yearly overview of decisions
- **Review Minutes:** Posted 8-13-24
- **Questions on Updates?**
 - New hire for Student Life starting September 3, 2024
 - Training from UM for new Neo-Ed replacing SilkRoad for hiring employees
- **SOC Update:** None
- **CARE Updates:** None
- **Planning Calendar Draft:** AY2425 Planning Calendar Draft content in Teams File
 - BOR items added to a column
 - 45 minutes for a KPI discussion
 - Topics listed in draft for Strategy Time
 - Thursday deadline for agenda items by 5:00 p.m.
 - 9:00 a.m. Mondays for updates and pre-reads
 - Last 20 minutes for items that need addressing
 - Key takeaways – Homework from the meeting
 - If any items have been missed, add them to the draft for the next meeting