

DEAN'S CABINET MINUTES  
SEPTEMBER 23, 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: (3:30-4:15) Automotive Program Review by Stephanie Hunthausen, Dave Jones & Jason Mogensen**
  - The Cabinet discussed the Automotive Program review and opportunities to continue to improve the program.
- **Review Minutes:**
  - The minutes from 9/16/24 were approved.
- **Questions on Updates:** None
- **SOC Update:**
  - Kelley Turner, Jason Grimm, Abigail Rausch, and Sandy Bauman are building a communication team.
  - SOCs need to be aware of what is occurring on other campuses near Helena College.
- **CARE Updates:** None
- **Policy 100.5 Draft:**
  - Eight items were added and the policy was reworked.
  - The Cabinet will have the final decision-making authority of the policy, procedures, and scope of each council, committee, workgroup, or task force.
    - Task forces are short-termed and formed and sponsored by the Dean's Cabinet.
    - "Senate" will be classified as a committee.
- **Organizational Chart Review (AR)**
  - Deferred