

DEAN'S CABINET MINUTES
OCTOBER 14, 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:

- **Sandy 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
- **Abby Rausch**, Director of Marketing ...
- **Cari Schwen**, Exec. Director of Retail Services
- **Paige Payne**, Executive Assistant (recorder)

Mastermind Discussion:

Strategy Time: (3:30-4:15) ASHC & Staff Senate

Sandy Bauman introduced the Cabinet members and shared the Cabinet's annual goals for AY25.

Melissa Mousel, Staff Senate President

The Staff Senate's goal is to increase participation and unity. It is difficult to find a common time and coverage to meet face-to-face, so the meetings are still on Teams.

Activities and Event Planning:

- The Faculty and Staff Senate are planning a white elephant holiday event and a chili lunch before the start of the spring semester.
- Participating in the Festival of Trees. The theme this year is "A Perfectly Preposterous Christmas". The tree will be decorated in memory of Melanie Heinitz.
- At times, some things occur on campus that are not shared. An example is the initial lack of information about the office moves after the HVAC project was completed.
- One of the ways the Staff Senate has been able to be more informed is by inviting guest speakers like Cari Schwen to their meetings and a scheduled monthly Q&A with Sandy Bauman.
- The Staff Senate added a Montana University Systems Staff Association (MUSSA) representative position as an officer. Beau Howard is the MUSSA representative and is attending the meetings.

Isabella Williamson, ASHC President

ASHC's goal is to get more student involvement.

Activities and Events:

- Pumpkin painting and apple cider.
- Winter Fest in December
- Fall Dance idea.

Working with Katelynn has been positive. The ASHC Senate has been meeting regularly. There are 5 active senators and 2 more will be added. The group is working on training materials for future ASHC senators.

There are 2 active clubs, Circle K and Cosmetology, and three in the making, the Game Club, Mental Health, and Aviation.

- HC Circle K students volunteer at the Helena Humane Society and Habitat for Humanity monthly.

- Katelynn and Isabella would like to request a meeting with Abby Rausch and Sandy Bauman, to clarify the fundraising processes for clubs.

Questions on Updates:

- The DON 103 stamped drawings have to be approved by the City of Helena for building code compliance since a wall will be removed.
- The Fishbowl conference room will be ready next week.
- Kelley Turner discussed the tentative plan of who is going to move in the future.

SOC Update: None

CARE Updates: None

Professional Excellence Award Nominee Process

- Sandy Bauman will email the past faculty winners to start the process of choosing this year's recipient.
- Robyn Kiesling will schedule a meeting of the past winners and ask for nominations from the campus community.
- The award will be presented at the Fall State of the College forum.

Leadership Helena Lunch event on campus November 14 (SB)

- Leadership Helena visits Helena College on November 14, 2024.
- Abby Rausch and Jeri Bucy (CEC) are the current Leadership Helena members from Helena College.
- The group will eat lunch at the APC lecture hall, then tour the APC and travel over to Donaldson for a tour.
- Ideas to promote the student experience to the participants:
 - Aviation, Welding, Nursing, Chemistry, and Cosmetology
 - Ask students to eat lunch with the group.

Organizational Chart Review (AR)

Abby Rausch handed out the new charts and the Cabinet discussed the charts.

Suggestions:

- Provide two bullets for each staff person.
- Create personnel pages for each department.
- Add Jason Grimmis under Sandy Bauman or Kelley Turner.
- Use the second version of page 3 for aesthetics.
- Determine where Student Wellness & Engagement and ASHC belong.
 - Add ASHC under shared governance.
- Include an acronym key.
- The link to the updated chart will be updated.

Discuss Cabinet Meeting Day/Time starting in December. (SB)

- The Cabinet will continue to meet on Mondays at 3:30 p.m. at the APC Lecture Hall.
- The soft deadline for agenda items is Friday at 2 p.m.
- The soft deadline for updates is Monday at 2 p.m.



Open Forum/Sandy Office Hour Idea (SB)

The Faculty Senate would like to resume the open forum idea but in a different format. They would like to schedule a block of time when Sandy Bauman would be available to answer questions from anyone who chooses to pop in. Sandy is going to try the concept starting with a 30-minute block of time.

Parking Lot Signs

The signs for the east parking lot have not been ordered yet because the emergency phone number has to be determined. The SOC number 406-447-6911 will be posted. The SOC will know to call either Tommi Haikka or Kelley Turner in the event the gate does not open, or a car is stranded in the parking lot.