

DEAN'S CABINET MINUTES
OCTOBER 21, 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
- **Paige Payne**, Executive Assistant (recorder)

Mastermind Discussion:

Strategy Time: (3:30-4:15) Q1 Budget Update (CS): Location Budget Snapshot – FY25 – Quarter 1

Quarter 1 Revenue Update:

- Current unrestricted revenue is projected at a 2.3% increase for Fall.
- The projection includes estimated Dual Enrollment revenue.
- The current unrestricted revenue shortfall is projected at 39.3% for the Summer.
- The new Summer revenue recognition begins in FY25.
 - Revenue will follow FTE not part of the term.
 - FTE will belong to the new FY regardless of Header/Footer school designation
- Netting projected revenues shows we are in a good position to carry forward from FY24. (172,903.61 – 26,654.55=146,249.06)

Fee/Designated Revenue:

- Designated Revenue is at 23.9% overall. In general, fees have met or exceeded expectations. Class Fees are 41.9%.

Personnel Update

- CUR Personnel is at 25.6% Actual to Budget.
- Some corrections are needed to clean up where/how people are charged.
- Payroll is through 9/20/2024.
- Designated Personnel is at 27.2% Actual to Budget.
- Restricted Personnel is at 28.7% Actual to Budget.

Operations Update

- CUR Operating is only at 16.1%
- With the new system, we are seeing delays in the timely payment of bills. Delays are caused by a mix of internal departments and system lags.
- Spending must start to wrap up by the end of the third quarter.
- Restricted Operating is at 49.6%. Most of this comes from Pell Grants and Scholarships.

- Designated Operating is at 12.3%. Once dual enrollment 12Free awards are processed and bills are finalized this will increase significantly.

The Cabinet reviewed the Fee chart.

- Add Orientation and Library fees to the spreadsheet.
- Move Math, PE, and Music lines to the General Elementary Education fee pot.

The Cabinet reviewed the “Expenditures by Org” spreadsheet.

October 14, 2024 minutes will be posted on Wednesday.

State Workforce Innovation Board (SWIB) Meeting:

- The HC Prospect Events and Bryant Elementary were highlighted at the meeting.

Update Review:

- Jason has prepared a PowerPoint to inform HC of the procedures and contacts to ensure security if there are protests during the election process.
- There is a Free speech webinar covering the free speech laws in Montana. Wednesday, Oct. 23 from 1:30 to 3 p.m.
- Thursday, October 24, Sandy is facilitating a panel for the Chamber with the Mansfield Group discussing civic engagement and democracy.

CARE Updates:

- Reviewed by the Cabinet

Dual Enrollment Admin Position (SH)

- The job description is modeled after the Administrative Associate III position. The vacancy will be posted in the next week or so. The position is appropriate for the number of dual enrollment students Helena College has attracted.