

DEAN'S CABINET MINUTES

JANUARY 27, 2025

3:30 p.m. APC Lecture Hall

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
- **Paige Payne**, Executive Assistant (recorder)

Note: The February 3 meeting will be at the Donaldson campus in DON 207

Mastermind Discussion:

Strategy Time: (3:30-4:15) Diesel Program Review (JP)

- Cabinet discussed the Diesel Program.

The 1/13/25 minutes will be posted on Wednesday.

SOC Update: No calls to report (AR)

CARE Updates: 2 new reports.

Review Policy 100.4 (SB)

- No changes to the policy. Update the next review date and post it after it is signed.

Final review policy 600.10 (SB)

- Other edits:
 - Change bookstore to campus store.
 - Change HR title to Chief Human Resource Officer
 - Change to *parent or responsible adult*.
- Sandy will include the policy in her next MMM message after it is signed and posted.
- Future Action: Ask Christy to attach Policy 600.10 to event scheduling communications to external groups.

Topics for BOR Welcome Presentation (SB)

- Discussed highlights to add to the welcome presentation.

Quantum Half-Day Presentation (SH)

- Date: February 21, 2025.
- Quantum is going to be doing everything that AI promises.
 - Five to ten years out.
 - It will generate jobs.
- Invite faculty and staff to attend.
- The presentation will be an introduction to the future application of Quantum in the classroom and workplace.

Helena College Honor Policy Discussion (RK)

- The Cabinet discussed adopting an honor code to frontload the academic integrity and conduct in a positive light.
- Robyn will create a diverse workgroup to research the policies at other schools.
- Sandy will mention the workgroup in her MMM message.

Lucky Stiff Grand Street Sponsorship Tickets question (AR)

- The college is supporting the musical and will be invited to the final dress rehearsal on April 10, 2025, at 7:30 p.m. Abby has 50 tickets to give away to students and employees.
- HC will be highlighted in the Grand Street newsletter.

CSSE Dates

- The CSSE student survey will be live from March 3 to March 21. The facilitator will be able to pick their day and time.