



DEAN'S CABINET MINUTES
APRIL 28, 2025

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:

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|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| • <input checked="" type="checkbox"/> Sandra Bauman, Dean/CEO | • <input checked="" type="checkbox"/> Robyn Kiesling, Exec. Dir. Gen Ed & Trans |
| • <input checked="" type="checkbox"/> Kelley Turner, Operations | • <input checked="" type="checkbox"/> Sarah Dellwo, Exec. Dir. Enrollment |
| • <input checked="" type="checkbox"/> Stephanie Hunthausen, CTE & DE | • <input checked="" type="checkbox"/> Abigail Rausch, Director of Marketing ... |
| • <input checked="" type="checkbox"/> Valerie Curtin, Exec. Dir. Compliance/FA | • <input checked="" type="checkbox"/> Cari Schwen, Exec. Director of Fiscal Svc |
| • <input checked="" type="checkbox"/> Jessie Pate, Dir. IR/Effectiveness | • <input checked="" type="checkbox"/> Paige Payne, Executive Assistant |
| • <input type="checkbox"/> Mel Ewing, CIO | (recorder) |

Mastermind Discussion:

Strategy Time:

- The Cabinet reviewed the Welding Academic Program and will meet with instructors at the next Cabinet meeting on May 5, 2025.

Emergency Alert Includes the Dual Credit Students (SH)

- The regroup test created a frenzy of phone calls from the parents of the dual enrollment parents.
- In the future the test date will be communicated to the Director of K-12, and the Dual Enrollment instructors and counselors.
- A disclosure about the HC emergency system will be added to the application and the Business Office will add a statement on all outgoing student bills.

Review Institutional Assessment Plan (SB)

- Assessment topics will be incorporated into the Cabinet agenda throughout the year.

Travel Meal PerDiem.

- The legislature increased the PerDiem rates starting July 1, 2025. UM has already implemented the increases, but Helena College will follow the Montana Operations Manual for the remainder of the fiscal year.