

DEAN'S CABINET MINUTES
OCT 6, 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:

Table 1: Cabinet Members

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

Mastermind Discussion:

Quarterly IT Update – [2026Q2](#)

- Highlights:
 - Budget is on track
 - Banner Cloud will go live Oct. 23. Banner is not talking to the printers. Axion connection is stalled.
 - Nightly reports are not updating.
 - Course Evaluations: Amy Kong is researching replacement options for spring 2026.
 - Webpage RFP was posted. There are potential vendors. Posted for 30 days. Should have a contract by the new year.
 - IT is upgrading the campus laptops to Windows 11. It is 95% complete.
 - Website Accessibility: UM is running an audit on our HC website.
 - IT personnel are stretched. Cole will be at the APC in the mornings moving forward.
 - Faculty laptops will be replaced. Mel will meet with Robyn and Stephanie to identify priority needs.
 - The older SMARTBOARD computers are being upgraded. Eventually, they will need to be replaced.
 - Create an inventory and start the replacement schedule.
 - List which classrooms need smartboards.
 - Cybersecurity report was submitted to UM for the BOR.
 - Tabletop exercise scheduled in the winter
 - Vulnerability scan showed a few high risks that will be addressed.
 - Mel recently purchased a membership to the MS-ISAC, which supplies security enhancements.
 - UM Info
 - Mel is a member of the AI Community of Practice group.
 - Mel is involved in a meeting between UM and Spectrum. The goal is to restructure and reduce costs.
 - UM is working on an affiliate-wide license for the Mentimeter AI sandbox. It is a QR anonymous polling software.
 - Amplify is an AI sandbox that just went live for UM. Talks have begun to extend the UM Amplify server to include all affiliate students.

SOC Update: Reviewed

CARE Updates: Reviewed

IAP: SG ST-1: Develop and implement a new budget process that is data-driven, transparent, and aligns with our strategic plan. This process will include a 10-year master plan with renewal and replacement schedules for capital assets.

Cabinet Discussion

- New budget model
 - Budgeting for consumables in class/lab
 - Seen across the board – not just in trades.
 - Fees are intended to be a backup for operating costs.
 - We are at the mercy of vendors. Can we leverage system-wide influence?
 - Software and subscription access are also increasing, and price increases are hard to predict.
 - Current budget model seems to restrict the ability to pivot mid-year, when necessary.
- 10-year plan:
 - All trade programs have moved to program fees, but some technical programs have not.
- SAOC will not be tackling any long-range building plans (LRBP) – where does this happen?
 - Accreditation requires us to have a long-range plan, including IT, equipment replacement, and space.
 - *Standard 2.I.1*
Consistent with its mission, the institution creates and maintains physical facilities and technology infrastructure that are accessible, safe, secure, and sufficient in quantity and quality to ensure healthful learning and working environments that support and sustain the institution's mission, academic programs, and services.

Evidence:

Facilities master plan, including:

Equipment replacement policies/procedures

Procedures for assessing the sufficiency of physical facilities

Policies and procedures for ensuring accessible, safe, and secure facilities

Policies/procedures for the use, storage, and disposal of hazardous waste

Technology master plan and planning processes

- Satisfaction with the budget for departments.
 - Possibly some misunderstanding around what is allocated vs what is spent - is fiscal responsibility conflated with being given less money?
- Satisfaction with planning.
 - Would like to know what people want to know about the budget.
 - Consider one official update from BC to campus, rather than relying on representatives. Each rep can present their own perspectives to their peers, and it may be very different from one person to another. Include a recap at the end of each meeting to establish shared takeaways.
 - BC has a steep learning curve! Might make it challenging for some to share out.

- Explain the spending decisions that BC is not making and why.
- Does everyone understand what the BC does? This might be the source of the confusion.
 - E.g., New positions, new programs, how to pay for unanticipated expenses.
- Weekly updates from Enrollment in the MMM have reduced questions about the work in each area.

ACTION ITEM: Discuss how to start the LRBP at the Oct. 20 Cabinet meeting.