

DEAN'S CABINET MINUTES
THURSDAY, AUGUST 27, 2026

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 |
| • ☒ Lee Fossum , Exec. Dir. IT & Banner Admin | (recorder) |

Note: Tuesday, August 18 meeting was canceled. at 3:30 p.m.

Mastermind Discussion:

Questions on Updates:

- Discussed the phone system failure.
 - Solutions are being investigated.

Website Updates

- Packet review discussion:
 - The packets are due on Friday August 28.
 - What is the process for the items that will change between now and when the new website is launched? The small pieces like minutes, committee member changes will be dealt after the launch.
 - Brandish is looking for confirmation that the content/information is correct, consistent, and accurate. It will be the base for each unit. Note where a linked PDF should be a webpage with content. Add narrative and elaborate if needed.
 - Concerned about updates/requests that will happen after the review is submitted.
 - Keep an inventory of the updates.
 - There will be a period of time that changes cannot be made just before the new launch
- There will be a committee to review major changes to the website and user training in the future.

Standup Time and Day

- 4 p.m. on Mondays.

Plan for appliance permits for the year.

- Announce the process in the MMM mid-September.
- Permits are \$50, and the new sticker is placed on the appliance.

Parking Permits & DE (CS)

- Community enrichment course students after 5 p.m. do not need a permit.
- The library will give temporary parking passes to the community members.
- Be prepared to ticket during the high school football games that take place on the field next to Helena College. Ask the HHS administration to announce that parents should park in the east HHS lot.
 - Contact YMCA sports at Bryant about parking.
- Add signage designating the time that permits will be required.
 - Decision: 8 a.m. to 5 p.m. Monday through Friday. Attach a smaller orange and white sign on the existing signs at the entrances and space them accordingly on the other signs.
- Discussed dual enrollment students permits.
 - Helena High students have parking passes to park in their parking pass and do not need a HC permit.
 - Early college HHS can purchase one.
 - Issue a temporary parking pass to other non-HHS students who visit the college. The pass has to be converted when it is issued from fillable to non-fillable.
 - DE registers September 10 and 11. Work on messaging to the students.
 - Currently, Helena College has sold or issued 500 parking passes to students, staff, and faculty. Due to the limited number of available parking spaces, the Business Office will soon stop issuing additional parking passes.