

DEAN'S CABINET MINUTES
THURSDAY, OCTOBER 1, 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) |

Mastermind Discussion:

Long Range Building Plan (LRBP) Request Review (KT)

- The State took control of all state-owned buildings and revised the 6-year LRBP guidelines.
 - Standardized the way funds are spent and allotted from the legislature.
 - The state will use facility condition assessments to create a baseline using the data.
 - HC just had a facility condition assessment last week.
- Will HC have a copy of the assessment? Kelley is working on obtaining a copy.
 - Top priority – Johnson Controls & Fire Suppression system.
 - The panels are very old and there is a glitch in the panel at the APC.
 - Johnson Controls has a stranglehold on the state as the vendor and is very expensive.
- HC's priorities are rolled into UMs requests and at times reduced or not fully included. Costs are estimated based on estimates and A&Es formulas; for example, the estimates prepared in 2026 will not be approved or started until 2028.

Fingerprint Scan Draft Policy (KT)

- New OPI requirements for anyone who is teaching unsupervised classes (face to face or virtual) or counseling minor students one-on-one.
- All adjuncts, and instructors at HC will be required to get fingerprinted.
 - This may include admission counselors, testing center, tutors, etc.
- HR is working with the Montana Department of Justice (MDOJ) Criminal Records section. Mary and Kelley are certified.
 - DOJ has an office on Prospect. They will complete the finger print session. It is easy to make an appointment. Some adjuncts do not live in Helena – they may be able to get fingerprinted in their locale.
 - The step-by-step process will be provided from HR
 - The cost is approximately \$100/person. Total cost will be close to \$8000. HR is working on the billing and funding source.
 - Helena College will provide an annual report to stay in compliance.
- It is a condition of employee. What is the process if an instructor says no or an issue is disclosed on their record?

Gardner Decisions (JP)

- Send the survey to all employees and adjuncts
- Retention Programs & Financial Aid Programs data choices:
 - MT 10, TRIO, COLS
 - Work Study
 - Pell Eligible/Received
 - SCOG grants
 - Any financial aids or scholarships

First Thursdays (SB)

- Move to quarterly or once a semester? Undecided.
- Sandy will talk to the owners of Headwaters Crafbhouse.

Handshake (SD)

- It is available this year, but the cost goes up 35% next year through SHI, who is a reseller of the software.
- Limited solicitation did not work. The state has limited the purchase due to thresholds.
- Nest steps: assemble a career workgroup to determine ownership and a positive direction and platform. Enrollment will not continue to own it.