Helena College University of Montana

Organizational Structure Chart

Sandra Bauman
Dean/CEO

Scope of Responsibility:
Overall Administration
Community Liaison
Chief Academic Officer

Shared Governance & Other Groups Contributing to Decisions/Scope:

- Faculty Senate
- PAC
- ASCRC
- Staff Senate
- Dean's Cabinet
- Community Advisory Board
- Campus Coordinating Committee
- Employee Wellbeing & Engagement
- Labor/Mgmt
- Student Academic Equipment Fee Committee

Dawn Anderson
Director of Cosmetology

Scope of Responsibility:
Cosmetology program management, state reporting, salon management, compliance with Board of Barbers and Cosmetologists regulations

Personnel
Ashley Hirshfeld, Cosmetology Instructor
Tony Wilson, Cosmetology Instructor
Jewelie Holmes, Salon Floor Coach

Sevda Raghib
Director of Nursing

Scope of Responsibility:
Nursing program management, maintenance of ACEN accreditation

Personnel
Ellyssa Davis, Nursing Instructor
Jamie Garcia, Nursing Instructor
Courtney Radke, Nursing Instructor
Laura Senn, Nursing Instructor
Emily Gage, RN Simulation/Lab Manager
Natasha Dalton, Nursing Administrative Associate

Jason Grimmis
Director of Crisis and Emergency Management

Scope of Responsibility:
UM Affiliate Emergency Operations Planning, Clery Reporting

Christy Stergar
Workforce Training Program Manager

Scope of Responsibility:
Facilities rental agreements, enrichment program managment

Paige Payne
Executive Assistant & Office Manager

Scope of Responsibility:
Support for the Dean's Office and Helena College Foundation, coordination of campus administration

Dean's Cabinet

Sarah Dellwo
Executive Director of Enrollment

Scope of Responsibility:

- Registrar
- Admissions
- Recruitment
- Academic Advising
- Retention Initiatives & Accessibility
- Student Wellbeing & Engagement

Personnel
See Page 2 for details

Shared Governance & Other Groups Contributing to Decisions/Scope:

- Academic Reinstatement
- Admissions Safety & Security
- ASCRC
- CARE
- Grade Appeal
- Graduation Appeals
- Graduation Event WG
- Orientation WG
- Student Services

Valerie Curtin
Executive Director of Compliance & Financial Aid

Scope of Responsibility:

- Financial Aid Administration
- Veterans Benefits
- Title IX
- Anti-Discrimination
- Student Conduct
- 504 Compliance

Personnel
See Page 6 for details

Shared Governance & Other Groups Contributing to Decisions/Scope:

- CARE
- Financial Aid Appeals
- Safety Committee
- Scholarship Awarding
- Student Services
- Workstudy Allocation

Jessie Pate
Director of Institutional Research & Effectiveness

Scope of Responsibility:

- Accreditation Liaison Officer
- Data Collection and Reporting
- Data Governance (shared with Chief Information Officer)
- Institutional Effectiveness
- Strategic Planning
- Academic and Non-Academic Program Review
- Learning Outcomes Assessment (shared with Faculty Senate)

Shared Governance & Other Groups Contributing to Decisions/Scope:

- Student Learning Outcomes Assessment Committee
- IDEA

Stephanie Hunthausen
Executive Director of Career Technical Education & Dual Enrollment

Scope of Responsibility:

- Academic Leadership of Skilled Trades Programs
- Dual Enrollment & K-12 Partnerships
- Perkins Grant Management
- Workforce Training

Personnel
See Page 3 for details

Shared Governance & Other Groups Contributing to Decisions/Scope:

- Advisory Boards
- ASCRC
- Community Advisory Board
- Faculty Evaluation
- Labor/Mgmt

Robyn Kiesling
Executive Director of General Education & Transfer

Scope of Responsibility:

- Academic Leadership of General Education, IT, and Business & Accounting Programs
- Academic Support
- Library
- eLearning/LMS
- Faculty Development
- OTA

Personnel
See Pages 4 & 5 for details

Shared Governance & Other Groups Contributing to Decisions/Scope:

- Advisory Boards
- ASCRC
- Faculty Evaluation
- Labor/Mgmt

Lee Fossum
Executive Director of IT & Banner Administrator

Scope of Responsibility:

- Information Technology
- Cyber Security
- Data Governance (shared with Director of Institutional Research & Effectiveness)
- Disaster Recovery & Business Continuity

Personnel
See Page 6 for details

Shared Governance & Other Groups Contributing to Decisions/Scope:

- Cybersecurity Policy and Compliance (MUS)
- Student IT Fee Committee
- Technology Steering Committee
- UM IT Leadership Team

Abigail Rausch
Director of Marketing, Communications & Alumni Relations

Scope of Responsibility:

- Promotion
- Internal Communication
- External Communication
- Emergency/Timely Warning

Shared Governance & Other Groups Contributing to Decisions/Scope:

- Employee Wellbeing & Engagement
- Campus Coordinating Committee

Cari Schwen
Executive Director of Fiscal Services

Scope of Responsibility:

- Budgeting
- Procurement
- Accounting
- Contract Management
- Follett/Campus Store
- Student Accounts
- MMRS
- Testing Center

Personnel
See Page 1 for details

Shared Governance & Other Groups Contributing to Decisions/Scope:

- Budget Council
- Professional Development

Kelley Turner
Executive Director of Operations

Scope of Responsibility:

- Human Resources
- Facilities & Maintenance
- Campus Safety
- Risk Management
- Clery Compliance

Personnel
See Page 7 for details

Shared Governance & Other Groups Contributing to Decisions/Scope:

- Clery Act
- CARE
- Safety Committee
- Space Allocation & Optimization Committee

External Authority:

- ACEN
- Collective Bargaining Agreements
- FAA
- Montana University System
  - Academic Approvals
  - Board of Regents Policy
  - Budgeting
  - CCN
  - Revenue Appropriation & Assessment
- NC-SARA
- NWCCU

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