

Helena College University of Montana

Organizational Structure Chart



Sandra Bauman
Dean/CEO

Scope of Responsibility:

Overall Administration
Community Liaison
Chief Academic Officer

Shared Governance Groups:

- Faculty Senate
- PAC
- ASCRC
- Staff Senate
- Dean's Cabinet
- Community Advisory Board
- Campus Coordinating Committee

Jeri Bucy

Director of Community Education Center

Scope of Responsibility:

Non-credit training, community enrichment courses, Testing Center, Montana Motorcycle Rider Safety Program

Personnel

See Page 1 for details

Debra Rappaport

Director of Nursing

Scope of Responsibility:

Nursing program management, maintenance of ACEN accreditation

Personnel

Mary Bengtson, Nursing Instructor
Jamie Garcia, Nursing Instructor
Courtney Radke, Nursing Instructor
Laura Senn, Nursing Instructor
Paige Payne, Nursing Administrative Associate

Dawn Anderson

Director of Cosmetology

Scope of Responsibility:

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

Personnel

Gretel Sizemore, Cosmetology Instructor
Tony Wilson, Cosmetology Instructor
Jewelie Holmes, Salon Floor Coach

Paige Payne

Executive Assistant & Office Manager

Scope of Responsibility:

Support for the Dean's Office, Helena College Foundation

Jason Grimmis

Director of Crisis and Emergency Management

Scope of Responsibility:

UM Affiliate Emergency Operations Planning, Clery Reporting



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 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 Groups Contributing to Decisions/Scope:

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

Jessie Pate

Executive 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 Groups Contributing to Decisions/Scope:

- Assessment
- IDEA
- Professional Development

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

Personnel

See Page 3 for details

Shared Governance 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 Groups Contributing to Decisions/Scope:

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

Mel Ewing

Chief Information Officer

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 Groups Contributing to Decisions/Scope:

- Cybersecurity Policy and Compliance
- Student 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 Groups Contributing to Decisions/Scope:

- QWL

Cari Schwen

Executive Director of Fiscal Services

Scope of Responsibility:

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

Personnel

See Page 6 for details

Shared Governance Groups Contributing to Decisions/Scope:

- Budget Council

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 Groups Contributing to Decisions/Scope:

- Clery Act
- LRBP/Campus Planning
- Safety Committee
- Space Management

External Authority:

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