

**CAMPUS COORDINATING COMMITTEE MINUTES**  
**MONDAY, NOVEMBER 3, 2025**  
**FIRST MONDAY OF THE MONTH FROM 2:00 TO 3:00 P.M.**  
**DON 207**

*Table 1: Campus Coordinating Committee Member List*

<ul style="list-style-type: none"> <li>• <input checked="" type="checkbox"/> <b>Sandra Bauman, Dean/CEO</b></li> <li>• <input checked="" type="checkbox"/> <b>Kelley Turner, Exec. Dir. Of Operations</b></li> <li>• <input checked="" type="checkbox"/> <b>Cari Schwen, Exec. Dir. Fiscal Services</b></li> <li>• <input type="checkbox"/> <b>Valerie Curtin, Exec. Dir. Compliance/Fin. Aid</b></li> <li>• <input checked="" type="checkbox"/> <b>Jessie Pate, Dir. IR/Effectiveness</b></li> <li>• <input checked="" type="checkbox"/> <b>Abigail Rausch, Director of Marketing</b></li> <li>• <input type="checkbox"/> <b>Robyn Kiesling, Exec. Dir. Gen Ed &amp; Transfer</b></li> <li>• <input checked="" type="checkbox"/> <b>Sarah Dellwo, Exec. Dir. Enrollment</b></li> <li>• <input checked="" type="checkbox"/> <b>Kris Goss, Dir. Library Learning Hub</b></li> <li>• <input checked="" type="checkbox"/> <b>Ann Willcockson, Dir. TRIO &amp; Retention</b></li> <li>• <input checked="" type="checkbox"/> <b>Dawn Anderson, Cosmetology</b></li> </ul>	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> <b>Stephanie Hunthausen, Exec. Dir. CTE/DE</b></li> <li>• <input checked="" type="checkbox"/> <b>Stephanie Ratchford, Staff Senate President</b></li> <li>• <input checked="" type="checkbox"/> <b>Cheryl Ravenscroft, K-12 Partnerships Director</b></li> <li>• <input checked="" type="checkbox"/> <b>Seth Roby, Fac. Senate Pres. (Larry Taylor Alternate)</b></li> <li>• <input checked="" type="checkbox"/> <b>Amy Kong, Dir. eLearning &amp; Faculty Dev.</b></li> <li>• <input checked="" type="checkbox"/> <b>Sevda Raghieb, Director of Nursing</b></li> <li>• <input type="checkbox"/> <b>Katelynn Eberhardt, Director of Student Wellbeing</b></li> <li>• <input checked="" type="checkbox"/> <b>Jason Grimmis, Director of Crisis &amp; EM</b></li> <li>• <input checked="" type="checkbox"/> <b>Mel Ewing, CIO</b></li> <li>• <input checked="" type="checkbox"/> <b>Michaela Parker, Dir. OTA Program</b></li> <li>• <input checked="" type="checkbox"/> <b>Tommi Haikka, Director of Facilities</b></li> <li>• <input checked="" type="checkbox"/> <b>Paige Payne, Exec. Asst. (Recorder)</b></li> </ul>
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## Mastermind Discussion:

### Welcome:

- **Director of Facilities & Maintenance – Tommi Haikka**

## Q2 Budget Update (CS)

- Payroll is captured in this report. Overall, the budget is on track.
  - Dual enrollment students cannot access the My HC payment portal, so not all of the revenue has been accounted for. IT is working on the problem.
    - A \$35-50K shortfall is possible.
  - MMRS had a successful season.
  - The college system is accrual-based.
  - Current Unrestricted (CUR) Expenditures:
    - 75% Personnel. 7% Other, 18% Operating
  - CUR Revenue Sources:
    - 23% Tuition and fees. 74% General Fund Appropriations (Transfers in monthly)
  - Redeveloping the budget template.
    - A three-year budget template to guide the budget managers to develop the upcoming year's budget, plan for year-2 and forecast year-3.
      - Calculators are built into the spreadsheet to calculate Inflation and personnel benefits.
    - Common terms and definitions will be added also.
  - Cari is planning some workshops.
    - What does the campus want to know about?
    - What is the best format?

## Q2 IT Report (ME)

- Banner to the Cloud transfer is completed.
  - Printing, permissions, and other small problems are being addressed.
    - Planning to hire an additional employee if funding can be sourced.
    - Upgrades and migrations are ongoing.
    - Budget spend down is on track. Large licensing costs are coming in the future.
    - Security implementation SIEM state-wide security platform in progress.
    - Dual authentication for the students is planned for the summer/spring.
      - It will impact dual enrollment students.

## Q2 Facilities Report (KT)

- Custodial staff needs one more custodian.
  - Working on offering flexible hours, with an emphasis on the great benefits.
- Budget spend down is on target.
- Preventative maintenance is a priority.
- The ticketing system is under maintenance.
  - The campus will still use the HC Maintenance to request maintenance.
- New Projects:
  - DON breakroom is completed.
  - OTA classrooms are in the planning stage.
  - DON 103 renovation will add offices and a meeting center/conference area, plus flex work areas.
  - The APC foyer entrance carpet will be removed, and the concrete will be refinished. The APC main entrances will be closed for 1 to 2 weeks in the summer.
  - Roof repair and a new boiler were approved in the LRBP request. HVAC roof mechanical equipment will be removed and replaced.
  - The Johnson Control alarm system needs to be upgraded. Looking for funding.
    - Elevators need renovation also.

## Community Engagement Report (JP)

- A strategic goal that Helena College demonstrates campus wide engagement with the community.
- How does the campus do this?
  - Proposal: Areas/departments/units gather to discuss and explore who is engaged and how they are engaged twice a year.
    - Involvement as an employee at the college.
    - Who are your connections? Create a list.
      - Helps the college to use data to allocate resources.
  - The report will have two parts.
    - When, where, and a narrative.
      - A list of types of engagements will be provided.
    - Name of person, title, and organization contact information.
    - Frequency
    - Value to Helena College
    - Future prospects
  - Jessie will create a survey/spreadsheet to collect the information.
  - IDEA will use the data from the surveys to identify trends.