

## CAMPUS COORDINATING COMMITTEE MINUTES

MONDAY, FEBRUARY 2, 2026

First Monday of the Month from 2:00 to 3:00 p.m.

DON 207

**Table 1: Campus Coordinating Committee Members**

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

### Review 2026 CCC Calendar

- Review the calendar and send changes or additions.

### Budget Update

- Current unrestricted.
  - Summer and fall tuition came in above expected budget revenue projection. Spring is expected to break even. HC loses 370 Dual Enrollment students from fall to spring.
- Personnel is on target at 52.6% through January.
- Operating is on track. There are two more months before the restrictions start.
- Investment revenues are lower than expected.
- Because it is the first year of the biennium, we can designate where any extra funds can be moved to.
- Helena College was awarded 100% performance funding for FY27. \$491,526
- Meadow has collected 12K since Oct. 1, 2025. The service has paid for itself.
- New position request forms will go live soon.
  - Process, Request Form, and Scoring Rubric.
- Budget templates are available today. Cari Schwen reviewed the new format with the CCC members.
  - The template has a three-year format.
  - Executive Directors will share the budget templates with their directors.
- Term definitions are in the PowerPoint presentation kept in the CCC MS files.

### ACUE Assignment:

- Access ACUE and complete one of the Professional Development Courses. Plan to facilitate the topic at one of the upcoming CCC meetings.

### **March Deliberate Dialogues**

- Sandy will choose someone to present a topic from Deliberate Dialogues for March
- April: Writing Effective AI Prompts

### **Administrative/Institutional Master Calendar Discussion**

- Compile all institutional dates including academic due dates, annual plan dates, agenda and list items to OCHE, admission dates, to create a master calendar.
- Paige Payne, Kris Goss, Abby Rausch, Michaela Parker, Tommi Haikka, and Katelynn Eberhardt will meet to create an excel calendar that can be edited.
  - A master calendar is preferred instead of an excel sheet. Research whether the current calendar on the website has the ability to show an internal view calendar.

### **RFP Website**

- A vendor has been selected. There is a waiting period for comments, then a contract will be awarded.