

DEAN'S CABINET MINUTES
SEPTEMBER 18, 2023

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:

- **Sandra Bauman**, Dean/CEO
- **Kelley Turner**, Exec. Director of Operations
- **Stephanie Hunthausen**, Exec. Dir. CTE & DE
- ~~Valerie Curtin~~, Exec. Dir. Compliance/Fin. Aid
- **Jessie Pate**, Dir. IR/Effectiveness
- **Mel Ewing**, CIO
- **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
- **Sarah Dellwo**, Exec. Dir. Enrollment
- **Abigail Rausch** Director of Marketing ...
- **Cari Schwen**, Exec. Director of Retail Services
- **Melanie Heinitz**, Executive Assist & Office Manager (recorder)

Mastermind Discussion:

Approve Minutes

- Jessie made a motion to approve as read, and Cari 2nd the motion. Approved

CARE Update

- Reviewed by the Cabinet.

DCAC (SB)

- The goal of DCAC was to talk about items before a decision was made; and to add a perspective from other parts of campus for transparency.
- Future Format:
 - The Cabinet will be present. The joint directors and senate presidents will control the items on the agenda. The group will be reminded to add area updates or agenda requests a week ahead to have time to meet with their constituents.
 - Membership: Cabinet, senate presidents, and joint directors.

Prioritize Software System Implementation (SD and SB)

- There are funds to hire a person to implement the changes for the catalog, database, CRM, and degree works audit system.
- Funding is available for two years. Create a proposal for future funding needs for the next biennium.
 - Priority of ease: Catalog, Slate, Degree Works, CRM, ASCR changes, etc.
- Action item list: Create a proposal for costs over 5 years and a job description for the position. Include Mel in the discussions along with Cari. The group will report back to the Cabinet.

Plan for Reviewing Accreditation Workshop Feedback (JP)

- Themes reviewed.
- Jessie will come back to the Cabinet with a plan about how to split and review the themes/suggestions and prioritize them.

Professional & Faculty Excellence Award

- Next week.

December State of the College Date:

- Monday or Tuesday after December Graduation.

Halloween costumes!

- Theme: Barbie and Ken

SoupFest – Pumpkin Spice Gift Basket Theme

- Bring donations to Paige Ferro