



DEAN'S CABINET MINUTES
MARCH 24, 2025

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**, Operations
- ☒ **Stephanie Hunthausen**, CTE & DE
- ☒ **Valerie Curtin**, Exec. Dir. Compliance/FA
- ☒ **Jessie Pate**, Dir. IR/Effectiveness
- ☒ **Mel Ewing**, CIO
- ☒ **Robyn Kiesling**, Exec. Dir. Gen Ed & Trans
- ☐ **Sarah Dellwo**, Exec. Dir. Enrollment
- ☐ **Abigail Rausch**, Director of Marketing ...
- ☒ **Cari Schwen**, Exec. Director of Fiscal Svc
- ☒ **Paige Payne**, Executive Assistant (recorder)

Mastermind Discussion:

Questions on Updates?

- Sandy Bauman will check with Northwestern Energy for an explanation of where the solar savings are shown on the statements.

Perkins (SH):

- Campus Perkins Request List:
 - 126K estimated funding amount for AY26. Asks equal \$185,185.
 - Priority – fund new programs, 10K is the new threshold for minor equipment.
 - Good discussion about each project that was proposed. Most projects will be able to be funded. Stephanie will communicate with each person who submitted a project for funding.

Practice Institutional Assessment Day – Tuesday, April 22 (SB)

- Strategic plan review.
- Metrics tree.
- Communication strategy for Institutional Assessment plans to roll out at State of the College.
- 1 p.m. to 5 p.m. Location? Reserve DON207

State of the College Topics (SB):

- Blocked on calendar on Tuesday, May 6 from 8:30 to 10:30 a.m.
- Ask the CCC for their input.
- Faculty led evening barbeque the night before.
- List of topics to consider:
 - Honor employees who are leaving.
 - Quality Work Life Longevity Awards and MH award.
 - Institutional Assessment Day & Shared Governance
- CARE information, scenarios, and data.
 - Budget

- Celebrate HC student stories
 - Committee Report: written and distributed.
 - Emergency Preparedness
 - Feature student profiles and future.
 - Banner Update (ME)

Policy 200.6 Review (RK)

- Cabinet reviewed the draft and made corrections.
- Continue the process next week.
- Keep the headings consistent.

Reverse Transfer Incentives (RK)

- What is HC doing to give an incentive to students to transfer back the credits after they complete their BS or BA to complete the HC 2-year degree to increase the degree data?
- 30 to 70 students transfer per year.
- It is an easy process if the students provide their BA or BS transcripts.
- Dual enrollment would be another area to pull transfers.