



DEAN'S CABINET MINUTES

APRIL 7, 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:

CARE Updates:

- Four reports with a variety of issues.

Next Steps on Committees (SB):

- Each committee should have a webpage if appropriate.
 - Minutes should be accessible.
 - Bylaws posted.
 - Membership posted.
- In progress: Space Allocation, Tech Steering Committee, Professional Development, Accessibility, QWL (may change), Safety Committee, Assessment Committee, Faculty and Staff Committee, ASCR is under faculty senate.
- Future tasks:
 - Look for gaps and opportunities for membership versus the number of employees/faculty.
 - Create a map/graph of the committees and members before the fall semester.
 - The final bylaws template is stored in the Marketing Materials folder in the employee drive.