

DEAN'S CABINET MINUTES

APRIL 14, 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

Discussion

- Square is not working on the HC Foundation page. Abigail will work on creating a new Square account or ask the HCF Treasurer to check into QuickBooks' integration processing ability.
- Facilities will submit an RMTD project proposal in May.

CARE Updates: Reviewed

ADV proposal for Web (SB)

- The cost is 165 K. There is \$170K earmarked in a reserve fund.
- Western decided not to share the cost or position. Montana Tech has a web developer position with a Marketing background that could be shared.
- ADV would use the current Cascade platform and update/accessibility updates.
 - The HC website would be similar to Tech's design.
 - Cascade is paid through the shared affiliates' funds.
- Discussion points that need clarification from Montana Tech.
 - WordPress sites make it easier to create event webpages and other features.
 - Cascade makes it difficult to create webpages and to embed videos.
 - Is a shared position able to keep both sites updated? What is the capacity of the shared position?
 - Can the position take care of the one-offs and a quick turnaround event?
 - Offer training to Ed Benasky and Abby Rausch.
 - Set content guidelines and lead times.
 - Is there any flexibility to add video in Cascade?
 - Is there an ability to make small corrections personally?
 - What are the cyber concerns with WordPress?
 - Did Tech purchase the photo package? Marketing would prefer to use its social media partners.
 - Accessibility features are important.



Benefits Information (KT)

- There is an MUS open meeting scheduled to explain the costs and benefits on April 22.
- The married with a spouse premium has increased significantly, including the deductibles.

Summer Flex Schedule (SD)

- Flex approved for May 12 until August 1, 2025
- Four 10-hour days per supervisor's discretion.