

## DEAN'S CABINET MINUTES

APRIL 14, 2025

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### *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.*

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### 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.