



DEAN'S CABINET MINUTES
MAY 12, 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:

Date for Tabletop Exercise

- Schedule the exercise for June 6, 2025, from 8 to noon.

Budget

- HCs' allocation was announced today. It will be finalized at the next BOR meeting on May 21, 2025.

Employee Wellbeing and Engagement Update (SB)

- QWL and Wellbeing will merge into one group.
- The membership and bylaws will be defined.
- The committee will split into small workgroups.
 - Examples: wellness, welcome, events, and recognition of employees.
- The group asked for consistent parameters for employees and faculty to attend events.

Discussion:

Categorize types of events:

1. Professional Development
 - a. Require PD offerings to be listed in Vector. Employees who would like to attend must request Vector for supervisor approval.
 - b. All PD offerings should go through the PD committee for management and promotion
2. Wellness
 - a. Consider one per month
 - b. Combination of activities or MUS info sessions
 - c. To the extent possible, offer twice to allow for coverage and attendance by a maximum number of employees
3. Community Building (potluck, crafting event, cookie exchange, ornament exchange, etc.)
 - a. Not eligible to be paid work events and are done on own time.

- b. Encourage this to be done around the noon hour.
- c. If feasible, events should last two hours to allow multiple people from the same department to attend and not disrupt coverage.
- 4. Volunteer Opportunities
 - a. Not allowed on work time by state regulations as a use of taxpayer funds for compensation (Kelley getting us language and policy to direct people to for questions)
 - b. Donating blood, even on campus, is a volunteer event and must be done on your own time.

General event parameters:

- 1. Should not be cancelling class to attend campus events
- 2. Evening events should be scheduled to start at 5 pm or later to allow staff to attend
- 3. Some departments must remain open during events, and coverage must be a consideration:
 - a. DON Welcome Center (at least two people)
 - b. APC Welcome Center
 - c. LLH
 - d. Cashier's Office
 - e. DON 119
- 4. Supervisors are responsible for deciding on:
 - a. Applicability of PD to the role
 - b. Frequency of attendance at events
 - c. Workload
- 5. To the extent possible, wellness or PD events should be scheduled to run twice to allow for coverage. The sessions should be scheduled for 45-50 minutes to allow for a smoother transition back to work and/or allow for groups to switch places if running two consecutive sessions.
- 6. Volunteering during paid work time is counter to state rules for the use of taxpayer resources. If a volunteering opportunity is created for students, the personnel necessary to manage the student event are on work time. If others choose to participate, they are on their own time.

New SOC Schedule June 2 through Oct. 26, 2025

- Reviewed

Office Moves Upcoming (SB)

- Sevda will be in DON113. (Jeri Bucy's office)
- Jeri Bucy will move to DON216 until June 27.
- The OTA director and field officer will temporarily use DON216 as their office after June 27.

Mansfield International Higher Ed Visit – June 18: 9 a.m. – 11 a.m. (SB)

- June 18, Group from Ecuador. (20 plus support)
 - 9 a.m. Donaldson Tour – split into two groups
 - 10 a.m. Panel at APC LH – Boeing, HC, Dual Enrollment, Workforce Development
 - 11 a.m. Tour the APC campus
 - Noon: Lunch catered by UM in the APC LH
 - UM contact: Donna Anderson, Global Initiatives donna.andersn@mso.umt.edu

HC Service Day for FYS Students: Friday, October 21, 2025, and Friday, March 13, 2026 (RK)

- Community Service.
- Will they be covered by insurance at the venue?
- The students need to fill out travel paperwork.
 - The student travel policy is outdated, and it will be revised.

Institutional Assessment Plan AY26 (JP)

- IDEA will make recommendations to the Cabinet after it reviews the annual plan data for targets, trends, and lags.
- The Institutional Assessment Plan will replace the current strategy calendar.

OWL Camera in a Permanent Classroom (RK)

- Gen Ed would like to install the OWL Camera in a permanent classroom, DON202.
 - The OWL shows a panorama view and works better than the fixed cameras in a seminar.

DON 130 (RK)

- The classroom will be brought back online.
- Facilities will create a storage area in DON103 for the tablecloths, extra chairs/tables, and supplies in the old breakroom.