

DEAN'S CABINET MINUTES
MAY 19, 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 Serv.
- ☒ **Paige Payne**, Executive Assistant (recorder)

Mastermind Discussion:

Dave Jones Presentation

- Dave and Jason visited City College (Billings), Highlands College (MT Tech), Miles Community College, and MSU Northern (Havre) to compare the cost, enrollment, degrees awarded, and requirements to Helena College.
- Credits varied from 62 to 71 credits
- The cost ranged from \$3930 to \$6981. Helena College was the low end, and MSUN was the high end. Tuition is higher for a 4-year.
- Northern is the only college that has ASE accreditation. They may drop it.
- Highlands & MSUN offer sprint degrees.
- Most completions at all of the colleges are in the single digits.
- HC had to put the program in moratorium in 2018/19 and 2023/24, which affects completion rates and enrollment numbers.
- HC lab and lecture hours are comparable to the other schools
- Helena College is the best deal in the state. On average, there are 16 graduates statewide per year to fill the jobs in the workforce, and Montana needs 300 techs per year.
- HC students pay for the ASE test out of pocket.
- Ideas to explore: Hybrid/Electric Certificates or Light Duty Diesel Certificate.
- Highlands has electrical trainers, which are on the HC wish list. Extremely expensive.

Art Donation to the LLH

- The donation will run through the Foundation

Review the Draft of the Event Parameters (SB)

- Sandy will make edits, then share out the document with the combined QWL & Wellness Committee.
- Discussion:
 - Share the responsibility of management and promotion between the PD Committee and the event organizer.
 - Two hours is too long to schedule an event. Reduce the time to 60 minutes.

- Supervisors are also responsible for making determinations on coverage for their departments.
- Employees who are organizing or hosting a community-building event may use work time.

HC College Placement Response and Recommendation (RK)

- HC is fully aligned with the policy.
- OCHE recommendations:
 - Institutional: Strengthen the links to advising. Provide a narrative on how HC handles placement.
 - Pathway sheets
 - Advisory communication with faculty
 - Meetings and reporting
 - Requested Data:
 - Provide data that demonstrates the success of their placement model by the gateway course.
 - Note: Robyn provided the data in the report.

Subscription Management for Individual Employees (RK)

- Need a procedure to manage subscriptions for faculty and employees. Examples include Adobe suite and Canva.
- Priority One: The Technology Workgroup will be tasked to make recommendations.
 - Who pays for the subscription? The department or IT?
 - Is it pertinent to the employee's role?
 - Is the whole product or just a portion needed?
 - Design a yearly survey to collect the following:
 - How often did you use the software?
 - Do you need all of the features/applications?