



DEAN'S CABINET MINUTES

JUNE 23, 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:

IAP: Quarterly Facilities Discussion

- Executive Summary: This quarter, both campuses remained fully operational with no major incidents. In Donaldson, we continue to adjust the HV AC upgrades, while the Airport Campus experienced minor flooding in the Fire Science laboratory classroom due to snowpack melt from the airport plowing operations. All major repairs were completed within 72 hours unless parts were unavailable. We submitted our Long-Range Building Plan, which is likely to be approved by the Governor. This will secure funding for the Donaldson roof replacement.
- Campus Overview:
 - Airport: Constructed 1939; (2020, \$120k) SC; (2013) Mezzanine; (2010) Welding Upgrade; and (2006) Auto Lab; Total built space: 88,801 SF; 11 classrooms/labs,
 - Approximately 8,000 SF, 391 max student occupancy
 - Donaldson: Constructed 1966, (2023, \$1.5M) Cosmetology/Salon; (2021, \$300k) SC; (2006) major addition WC, LLH, Lower level total built space: 90,576 SF; 32 classrooms (6 laboratories),
 - 30,000 SF; 1,390 max student occupancy
- Discussion: Facilities will update the occupancy numbers for the classrooms on both campuses.

Leadership Helena

- The application will be live on Tuesday, June 24.
- Ask potential participants to submit their reasons for participating in the Leadership Helena program.
 - It is a 2-year commitment.
 - The participant must be able to attend the retreat.

City of Helena Open Board Positions

- Board openings: <https://www.helenamt.gov/Government/City-Commission/City-Boards-Committees>
- City Boards to consider:
 - Helena Urban Renewal TIF Advisory Board
 - Business Improvement District (BID)
 - Helena Public Art Committee
 - City-County Library Board
- State Boards to consider:
 - Montana Arts Council, Board of Barbers and Cosmetologists
 - Humanities Montana, Information Technology Board, Library Commission, State (OCHE appointment), Occupational Therapy Practice Board
 - Public Safety Communications System Advisory Council, Statewide (looking for Fire Protection Community Rep),
 - State Board members are picked by the Governor's office.
- Abby will join one of the city boards and Sandy will join the Railroad TIF board. The other Cabinet members will consider joining a board. One of the first tasks is to identify the employees who are already serving on boards.

Smoking on Campus

- There is a no-smoking policy on campus. Sandy will add a reminder in the MMM.
- In the future, call the SOC if someone is smoking cigarettes, marijuana, or vaping on campus property.

Policy Review/Updates

- Policy 300.5 Student Travel: Sarah and Katelynn will work on rewriting the policy. There are two parts to it. One is academic and one is non-academic. The Academics group will discuss the policy .
- Policy 600.13 Appliances: The policy needs to be enforced, but the enforcement needs to be clearly defined.
 - Next steps: Review the policy, update the review date, and educate the campus.
 - Add a procedure for inspections and a process to pay the \$50/annual fee for a personal refrigerator.

Review FY26 budget proposal from BC (CS)

- The Cabinet reviewed the proposed budget from the Budget Council.
- All budgets per department were approved.
- The BC prioritized the items that need to be funded and completed over the next 3 years.
 - Examples: MailChimp, Trivium, Evaluations, Campus Signage, and Mapping
 - Website videos/photos, Debt Collection Service
- The Cabinet will review and submit its comments to Cari by July 14.

White Board Donation/Surplus (KT)

- Donating some of the white boards to local schools, and the remainder will go to Surplus.

Holter Rock the Block Art Fair Sponsorship on August 30

- Community Ed, Art, and LLH booths.
- HC will sponsor at the \$1000 level.

Note: Cabinet canceled June 30

