



DEAN'S CABINET MINUTES

JULY 7, 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:

Table 1: 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:

Updates:

- The Holter Event over Labor Day includes a perk: HC can host a 3-hour event during the next year at the Holter. It could be an HC Foundation fundraiser event or a holiday party.
- Sandy will send out the draft of the ID Day schedule soon.
 - The Cabinet discussed whether to offer the adjuncts a stipend to attend an Emergency Operations Procedures (EOP) session, especially the adjuncts who teach at night.

IAP: Quarterly IT Update & Discussion of Needs

Table 2: 2025 IT Update to the Cabinet

Project	
Banner Cloud	This ongoing project is currently scheduled to be completed in late October 2025. This project is consuming most of Brad's time and some other IT staff with daily meetings and planning.
CourseLeaf	This project will roll out after Banner moves to the cloud, but initial steps have already begun and the resource requirements on IT have been fairly minimal so far.
DegreeWorks	This project is on pause until the Banner Cloud migration is further along. Communication continues with SIG, which will be performing the scripting once the project begins. OCHE is also being kept in the loop. This will require additional costs to host the DegreeWorks servers in the cloud with our Banner. We are working with UM to help negotiate this cost with Ellucian.
Microsoft Defender+	This will improve our cybersecurity posture and will allow us to conduct fake phishing campaigns and provide remedial training, as well as additional monitoring of our Microsoft tenant for security threats. Cost will be \$17,500.
Smartroom 205/206	Initial discussions have taken place with Amy K. and IT is prepared to help with the project.

Course Evaluations	The current system will remain in place through Fall 2025, but a replacement will be needed in spring of 2026 since the current system is not Accessible. Amy is leading the research efforts and IT will likely be involved with implementation. Details to come.
SIEM Integration	Security Information and Event Management (SIEM) - OCHE will be heading up the MUS-wide SIEM project, which will require implementation work from each MUS institution. This is in the early phases.
Web page rebuild	An RFP for our Webpage redo has been submitted. There will be some collaboration work needed between IT and the vendor once the contract has been awarded.

- In the future, include a report on the different types of IT Helpdesk tickets the department handles.

APC IT Coverage Discussion (ME)

- Cole is covering the APC during the summer, which works well because it is not busy.
- It will be difficult to provide coverage with only two technicians in the fall, especially if one is out due to illness or personal vacation.
- Solution Discussion:
 - Ask Mel Ewing to fill in until there is another solution.
 - Hire a work-study student.
 - Crosstrain with employees in the eLearning department to cover. There are extra funds from Jeremy Bengé's salary to cover extra travel expenses.
 - Mel's goal is to create a single IT department between Western and HC to provide coverage on both campuses.

Licensing & Subscriptions (ME)

- IT used to cover the subscriptions, but that has changed.
- Currently, if staff or faculty request software like Adobe for their laptop, IT is not required to seek the supervisor's permission to install the software, and the license fee is charged to the department.
- Departments are not budgeting software and licenses in their budgets.
- The IT Steering Committee will discuss the process and recommend guidelines, which will include a yearly audit of software use and need.

Report from Workforce Initiatives Summer (SH and SB)

- Sandy and Stephanie attended OCHE's Workforce (WF) initiatives Conference in Great Falls recently.
 - The term *non-credit courses* is re-tagged: *Validated skills training*.
 - The **credential registry** is a developing database that stores the learning outcomes assigned to the courses a student completes and correlates the skill sets the student learned to a job's qualification set.
 - There is another initiative in the works: a *credential of value*. A high school will be paid more for a student who is taking a higher number of dual enrollment or AP courses and is working in a related field.
 - What is Helena College's best approach to initiate credentials of value?
 - Build dual enrollment bundles.
 - Offer pre-health courses and include a job/internship at a healthcare facility.
 - Pell will cover workforce training soon.

Continuation of Pierson Testing (SB and CS)

- As a Pierson Testing site, the testing center makes \$5 per test. HC made \$320 last year.
 - There is one other Pierson testing center in Helena at Sylvan.
 - OTA will test through Pierson.

- Stephanie would like to try again one more year to improve the process. The EMT students schedule their tests in May and June.
- The testing center is going to reestablish the testing time and days and establish clearer guidelines within Pierson's contract.
- The other tests that the Testing Center proctors:
 - Teas, Accuplacer, ATI, and other proctored exams.
 - New guidelines and hours will be posted. Hours and days will be cut back. Clearer testing guidelines will be established.

Review Policy 300.2 FERPA (SB)

- The policy was reviewed and approved.
- It is compliant with OCHE's policy language.
- Edits:
 - Change the fee from \$3 to \$5.
 - Remove UM-Helena on pg. 4 and insert Helena College, University of Montana.
 - Update the revised date, send the revised document to Sandy for signature, and post it on the website.

Rural Community College Adult Learner Engagement Cohort with Lumina Foundation (JP)

- Rural Community College Adult Learner Engagement Cohort [Application](#) and [Article](#)
- Lumina is seeking 6 institutions to be in a cohort to recruit adult learners.
 - Provides access to CollegeApp's predictive Data platform.
 - Provides a local market analysis.
 - Conversion campaigns and marketing.
 - The project timeline: August 2025 to Fall 2027.
- Discussion
 - Is there a cost?
 - Does HC have the capacity for another project?
 - Does it involve IT integration?
 - Who will lead the project?
 - Is it marketing or admissions?
 - The priority is the website and campus signage, and possibly a mascot search.
 - Jessie will ask more questions and provide answers in Teams
- Answers from Lumina:
 - Could you tell us about the anticipated time commitment for participating in the cohort over the two-year period you tell us about the anticipated time commitment for participating in the cohort over the two-year period? **The time commitment will entail 1) a monthly 30-60 min coaching session and team meeting, 2) a monthly or every-other month TA webinars and cohort connections, and 3) deeper work with CollegeApp, particularly this fall and next spring. We don't have plans at this time for an in-person convening, though this may be subject to change.**
 - Does this require available funding on the part of the institution? For example, we see that College APP will design and execute two campaigns, and we wanted clarification on whether the college or the organization would be responsible for costs associated with placing the ads. **Aside from any institution-specific resources needed to develop your own creative materials for the two campaigns, there is no cost-sharing or monetary contribution required from institutions. We will only ask institutional teams to participate in the services provided by CollegeApp and the TA and coaching provided by StrategyForward.**

- Is this the first time you are offering the cohort? If not, is there an institution we could speak to to learn more about their experience? **Yes, this will likely be the first and only cohort. The project builds on Lumina Foundation and StrategyForward Advisors' work and learning related to brand building at community colleges and Lumina Foundation and CollegeAPP's work related to serving adult learners.**
- Do you have plans to have another cohort in the future? **We are only planning to run this cohort one time**
- Which role on campus is best-suited to serve as project lead on this effort? **Project lead assignments are highly campus-specific, depending on organizational structure and individual staff availability. The project lead will have primary responsibility for ensuring that project goals and deliverables are met. The project team itself should include representation from the critical functional areas of admissions, marketing, and student affairs, along with a senior/executive sponsor.**