

DEAN'S CABINET MINUTES
AUGUST 25, 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

- | | |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| • <input checked="" type="checkbox"/> Sandra Bauman , Dean/CEO | • <input checked="" type="checkbox"/> Robyn Kiesling , Exec. Dir. Gen Ed & Trans |
| • <input checked="" type="checkbox"/> Kelley Turner , Operations | • <input checked="" type="checkbox"/> Sarah Dellwo , Exec. Dir. Enrollment |
| • <input type="checkbox"/> Stephanie Hunthausen , CTE & DE | • <input checked="" type="checkbox"/> Abigail Rausch , Director of Marketing ... |
| • <input checked="" type="checkbox"/> Valerie Curtin , Exec. Dir. Compliance/FA | • <input checked="" type="checkbox"/> Cari Schwen , Exec. Director of Fiscal Svc |
| • <input checked="" type="checkbox"/> Jessie Pate , Dir. IR/Effectiveness | • <input checked="" type="checkbox"/> Paige Payne , Executive Assistant |
| • <input type="checkbox"/> Mel Ewing , CIO | (recorder) |

Note: Aug. 18 Meeting Canceled

Mastermind Discussion:

CARE Updates:

- Discussed

IAP Work – FY25 Annual Plan review

- IDEA reviewed how and if the authors responded to the feedback.
 - Faculty are writing broader goals than in previous plans.
- Goals:
 - Half of the goals are fully completed.
 - 75% made some progress.
 - A higher percentage of the goals were not achieved this time.
 - Possible reasons:
 - Two committees merged into one, so goals were not completed.
 - The CEC program was dropped. The goals were marked as not completed.
- IDEA reviewed the past three years of goals not completed or deferred for trends.
 - IDEA categorized the possible reasons.
 - Competing and changing priorities or ongoing issues were the biggest reasons. Not necessarily funding and support.
- IDEA felt that overall, the plans were concise and easy to read.
 - IDEA is always looking for ways to improve and make the annual plan more manageable.
- The Cabinet will set specific strategic goal priorities at the September 15 meeting.
 - Gen Ed is leaning toward connection, culture, and community.

Safety Tabletop Exercises:

- The exercises are planned for October 3, 2025:
 - There will be two sessions, 10 a.m. to 12 p.m. and 1 to 3 p.m.
- Jason has six scenarios geared for front-line staff.
 - Request a scenario about threatening online posts and emails.
- Sandy will send an invite to the supervisors of the front-line staff.
 - Faculty will have a session in January.
 - The Cabinet will attend sessions two times a year.
- Provide the SOCs with the scenarios and the responses so they are prepared.

Interim Title IX Sexual Harassment Policy and Interim Discrimination, Harassment, and Retaliation Policy Review (VC)

- The difference is that it used to be one policy and procedure. The policy is split, giving transparency and clearer procedures.
 - Appendices outline the definitions and process.
- UM takes over the formal complaints.
 - HC does not do any informal investigations or meetings because we do not have the expertise.
 - The policies include anyone on campus.
 - The interim policies are in force.
- Next steps:
 - Request input from the Campus Coordinating Committee (CCC) per Policy 100.1, by September 3, 2025, then on the HC Website for a 15-day review by the campus community.
- Edit:
 - Remove the CARES acronym definition. It is not used any longer. The team is titled the "CARE" team.

Discuss Engaging a Plant Specialist (KT)

- Kelley will bring in a consultant for ideas to add additional plants in the DON Student Center and the APC Foyer, then submit a plan and a budget for the next fiscal year.

Discuss the Evening Hours Open-Door Policy.

- The Facility Use Committee will discuss and determine the best time to lock the doors and which doors will remain open or locked.
- Recommendation: Lock 30 minutes after the last evening course begins. Include clear signage.

STAR-T Training for Campus (RK)

- Excellent training for all.
- Recommended for the entire campus in December.
 - Builds resiliency.
 - Eighty spots available in a session.
 - Make an application for Professional Development funding.

East Lot Parking (CS)

- 200 parking passes have been sold.
- The intent was to give a fob to a student so they can access the east parking lot.
 - Is there a code? If so, send the list to Abby so she can send the students the code.
 - Explore if the student IDs can be used at the gate.