

**DEAN'S CABINET MINUTES**  
**SEPTEMBER 15, 2025**

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*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.*

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**CABINET MEMBERS:**

*Table 1: Cabinet Members*

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

**Mastermind Discussion:**

Note: Dean's Cabinet canceled 9/1/2025 and 9/8/2025

**Questions on Updates?**

- Clarification: working on setting up the CIM demonstration with Course Leaf. Also looking at getting a quote for setting up advising pathways in CAT, as they were not a part of the original scope of work.

**SOC Update: None**

**CARE Updates: Reviewed**

**IAP: Discuss CNC Machining Program Review**

- The Cabinet reviewed the CNC Machining Program Review and will meet with the faculty on September 22<sup>nd</sup>.

**Dean's Cabinet Annual Plan Priorities (SB)**

- The Cabinet completed all three goals last year; no carry-forward goals!
- New goals:
  - Carry out the institutional assessment calendar and plan.
  - Assess the new policy on committees and evaluate the committee structure.
  - Intentional community connections contribute to employee well-being.
    - Examples: Breakroom, targeted focus resiliency training, EWE committee, and emergency training.

**Review October 3, Emergency Training (SB)**

- Prioritize the scenarios:
  - Order: LLH, WC Call, Tanker, TRIO, Welding, Cosmetology, and bomb bag.

**Communication Decision Tree from UM (SB)**

- Abby and Sandy will craft a process to determine whether a message needs to be broadcast to the campus that fits Helena College culture.

**Standard Expectations for Leave Slip Processes and Record Retention (SB)**

- The supervisors will continue to collect leave requests from their employees, then submit the leave requests to HR for record retention after each pay period.

**Standing Agenda Items – Committee Report Outs (SB)**

- To encourage shared governance and offer different perspectives, Sandy would like members who are on different committees to report at the Faculty and Staff Senate and CCC meetings.
- Sandy will create a graphic representation of any overlap (some employees are on multiple committees) and make assignments.

**Appliance**

- Cari will determine where to deposit the revenue received from the refrigerator fee.
- The goal is to offset any extra energy costs.

**Counselor Update October 24, 2025**

- All of the high school counselors from the region will come to Helena College in DON204 for breakfast donuts before the regional meeting.