



DEAN'S CABINET MINUTES OCTOBER 20, 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

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

Mastermind Discussion:

Guest, Kris Goss, LLH Director – Discuss Archive Policy

- The idea stemmed from a conversation about archived documents for the permanent collection.
- The policy will provide a process for the LLH to set priorities.
- The archive will be located in 139C.
 - Encourage donations from alumni and the community.
 - Most will be digitalized.
 - The community can access the information on the website or by appointment.
- Next Steps: Kris will send the final draft. The draft will be formatted into the policy template, and the review follows the steps in Policy 100.1.

Questions on Updates?

- Valerie Curtin is concerned about the veteran's well-being due to the federal shutdown.

SOC Update: Reviewed

IAP: Fall Census Enrollment Review

- Takeaways:
 - The data shows a rise in non-degree students due to course sharing.
 - Pell-eligible students are declining slightly. This could be due to a decrease in young adult (ages 25-30) students.
 - The process to collect data to determine if a student is first-gen is subject to error. The enrollment application asks if a student's parents obtained a Bachelor's degree. Some of the students do not know this information.

- Full-time students should be taking 15 credits to finish on time, but the average credits per student for full-time students has dropped below 15. In some semesters, the Cosmetology and Nursing students take fewer than 15. Unsure if this is the only reason.

Discuss Extra Compensation Policy Draft

- Nothing in the annotated code bars us from the 20% compensation over base pay.
- Under limitations.
 - Work outside the normal scope of the job.
 - It is intended to be temporary based on unique needs in the department or as long as the work is needed.
 - List who approves the extra compensation. Supervisor, HR, Fiscal, and Dean/CEO.
 - Add language to cover conflict of interest.
- Next steps: Revise the policy language, and the draft will be formatted into the policy template, and the review will follow the steps stipulated in Policy 100.1.

Long Range Building Plan

- FY28 submitted to OCHE.
 - The priority from OCHE is mechanical and HVAC. \$1.536 Million requested.
 - APC ADA compliance for bathrooms and nursing room. \$700K requested.
 - Campus fire alarm upgrades on both campuses. \$491K requested.
 - Re-grade and finish the APC parking lot. \$406K requested.
- \$550K was awarded to repair the roof, but no action yet from A & E.

Professional Development January Activity

- Team-building was requested in AY25. PDC has been working with Grandstreet to develop team building based on theater games.
- Theater games are scheduled in January during ID Days.
 - Two sessions will be offered to accommodate coverage. Attendance is required.