

DEAN'S CABINET MINUTES
OCTOBER 27, 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:

Updates:

- **The HHS emergency evacuation drill was helpful and brought up items that still needed to be mapped out.**

CARE Updates: Discussed.

Financial Snapshot

- Overall, the budget revenue and spending are on track/target.
- Plant Budget
 - The approved OTA project, breakroom, parking lot, website remodel, and signage project are included in the budget.
- A budget template is being developed. It will include:
 - 3-year budget request (request, plan, forecast)
 - Narrative blocks are provided
 - Designator will be numbered to identify priority designations.
 - The personnel section will include a calculator for benefits.
 - Contract profession, contract faculty, classified staff
 - Inflation calculators are included to forecast inflation.
 - Definitions will be included with examples.

Review Extra Comp Policy Draft

- Sandy took last weeks comments and incorporated them into the draft.
- "Additional teaching load above expectations...", must be included in the extra compensation policy. For clarification, add:

- *For full-time faculty teaching under an academic contract, any overload assignments must follow the formula and procedure outlined in the current Collective Bargaining Agreement (CBA) between the Helena Teachers' Union and Helena College.*

Review Archive Policy Draft

- Approved to send to the Campus Coordinating Committee.
- Edit the footer to show 800.6.

Banner to Cloud Status (ME)

- The transfer was very smooth for Helena College.
- Axiom is up and running. There is a printing glitch that will be resolved.
- Tuesday morning is the go-live date.

Banner SaaS Discovery Process (ME)

- Ellucian managed cloud (AWS environment)
- Ellucian is moving to Banner Saas product. It will take 5 years to complete.
- The cost is \$10 M. The funds have to be requested from the legislature.
- The UM Affiliation has to prepare to determine the layers in an exploratory endeavor.
- Dec. 2 – 4 Ellucian meeting will discuss and breakdown the processes at HC specifically and as a whole affiliation.
 - Each block is 3 hours.

Vector – NeoEd Training Transition (KT)

- The next module is NeoEd Training for all employees. It will include mandatory FERPA, harassment, and other training for employees. All employees will have to retake the training in January.
- The Vector mandatory training platform expires on Nov. 30 and will not be reviewed. Kelley will archive the Vector records.
- Kelley will check that the CLERY training is in the module. Is it possible to link HCs policies in the NeoEd?
- IT has created its own training courses. Can they be included?
- Have the Cabinet take the training before January to identify problems.
- In the future, employee reviews will be completed through NeoEd.

Report Back on Handshake (SD)

- Sarah and others met with Carroll College (CC).
- Takeaways:
 - HC does not use all of the features.
 - CC uses Handshake to create appointments and take notes during meetings. It can track how many appointments, internships, and track career fair participation. Used for surveying graduates.
 - The student has to participate and sign in.
 - Monthly check in with the Handshake representation helped CC set up the features.
- Next steps: Contact Handshake to set up a demonstration. Include Amy to incorporate Handshake into Canvas and Kris Goss.

Policy 100.3 & 100.3.1 Next Steps (VC)

- Verify that UM's policies are final, then add them to the template for review by CCC.
- Update – the UM policies have not been finalized. They are still listed as interim.

Pivot Faculty Line for AY 26-27 (RK)

- The IT program has a faculty line open and will not be hired in the future.
 - Robyn would like to hire an education faculty instead. The Education program has articulations with UMW and UM.
 - UMW is expanding their program, and Helena College's AA ties into the expansion.
 - The new hire would teach COLS and education courses.
 - Robyn would like to post the position in December.