

DEAN'S CABINET MINUTES
NOVEMBER 3, 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:

CARE Updates:

- Cases reviewed.
- Starting to see more students use the Care form, which was one of our goals this year.

IAP: Strategic Goal ST-2

- There is a difference between understanding what a program/unit can spend and how they can spend it, but it is important to understand how all money at the college works to increase understanding around the “color” of money.
- Budget Council now collectively summarizes meetings and shares in the MMM.
- Cari is planning workshops around the new budget process and would like to know what questions people have ahead of time.
- There is information on how to navigate UMDW in the Standard Operating Procedure manual, some step by step of how to run reports are linked on the Business Office (BO) webpages, but people still come to BO for help.
- UM is looking at a new product since UMDW is no longer supported, but many who have experience with it don't like it.
- New ProCard and travel system in the works from UM (Chrome River is now Emburse), possibly as early as January, but the Affiliates haven't been very involved.
- The student travel policy and permission slips are not in the purview of BO. Academics oversee it. The policy is in the process of being updated.

Spring ID Days Welcome Speaker Suggestions (SB)

- Amy Williams, Executive Director of the National Alliance of Concurrent Enrollment Partnerships. (NACEP)
 - National trends for dual enrollment.
 - Dual enrollment is increasing prominence in colleges across the nation.
- Chase Stahl, MUS CTE & Special Projects Data Specialist, whom will be presenting at the Community Advisory Board, also.

State of the College Topics (SB)

- State of the College on Dec. 16 at 9 a.m. to 10:30 a.m. Breakfast potluck before the meeting at 8 a.m.
- Gardener Institute Trip, our Community of Practice, and student success project. (RK & SH)
- Institutional Innovation project implementation for OCHE. (SH, SD, SP, RK)
- Session on the First Year Seminar. (RK)
- Employee and Faculty Excellence Awards (TBD)
- Budget Update (CS)
- Upcoming construction projects in the spring and summer. (KT)
- Institutional outcomes? (JP)
- Website and Signage Updates (ME, AR)
- Faculty Senate (SR)

Verbal Abuse Incidents at the Cashier's Window.

- Many instances of verbal abuse from students who are violating the student code of conduct.
- Post the Student Code of Conduct.
- Provide a script for the frontline workers.
- Provide training to de-escalate the situation.
- Post a warning and consequences.