

DEAN'S CABINET MINUTES
DECEMBER 8, 2025
AIRPORT LECTURE HALL AT 3:30 P.M.

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.

Table 1: Cabinet Members

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| • <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 checked="" 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
(recorder) |
| • <input checked="" type="checkbox"/> Mel Ewing , CIO | |

Mastermind Discussion:

SOC Update:

- The alarm was set off late Saturday night because the alarm was set incorrectly. Facilities will check the schedule with the alarm vendor.

Finalize State of the College

- Faculty Senate – Seth Roby
- Archive Project – Kris Goss
- Website – Mel Ewing & Abby Rausch
- Signage Updates – Abby Rausch
- Faculty Onboarding Process – Amy Kong
- First Year Seminar – Robyn Kiesling & Veronica Mohrmann
- Institutional Innovation Project Implementation for OCHE. (Stephanie H, Sarah D, Jessie P, Robyn K)
- Budget Update – Cari Schwen
- Upcoming Construction Projects – Kelley Turner
- Faculty Excellence Awards (Veronica Mohrmann) and Employee Professional Excellence Award (Committee)
- Q & A

Appliance Compliance Discussion (KT)

- Cashier's office is set up to sell the annual permits for \$50 to have a refrigerator in an office.
 - The funds are used to offset the energy costs of the appliance
 - The permit is valid for the academic year.
 - The permit is a sticker that is attached to the back of the appliance.
- The appliance compliance guidelines will be posted in the MMM.
- ACTION: Read through the guidelines and send corrections or edits to Kelley by Wed., December 10.

Facilities Condition Assessment (KT)

- Kelley is requesting suggestions on how to inform the campus about the way decisions are made for improvements in preparation of his ID Days presentation.
 - Create a PowerPoint for faculty to show the process, the items already completed and upcoming projects.
 - Include the six-year projection, how requests are assessed, and how priorities are set.
 - Survey the faculty and ask about classroom/lab improvements.
 - Use examples of the noise in DON123 and the lighting needs in the aviation lab.
 - Explain different types of requests, i.e., Capital vs life safety project and legislative requests.

NeoEd Learn Test Cohort Assessment & Campus Roll Out (KT)

- Each Director should be able to see the progress of each member.
 - Two trainings are UM oriented. The FERPA training references UMs Data policy which is obsolete for HC.
 - Suggestion: Drop the FERPA training and use Neo Learn FERPA instead.
- Digital Accessibility references the UM resources which is not available to the faculty.
 - Solution: Include a disclaimer that the resources are not available and provide HC resources.
- Is there a way to do a force enrollment? Currently each employee has to enroll in the courses.
 - No, because once enrolled, the system starts a completion clock.
 - Each director/supervisor will be responsible to check the progress of each member.
- The dashboard communication is misleading. It is mandatory, but you have to search for the information.
 - The training access needs to be activated. A link will be posted after the bugs are worked out.
 - Most of the training is beneficial.