DEAN'S CABINET MINUTES
DECEMBER 22, 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

- ☒ **Sandra Bauman,** Dean/CEO
- ☒ **Kelley Turner,** Operations
- ☒ **Stephanie Hunthausen,** CTE & DE
- ☒ **Valerie Curtin,** Exec. Dir. Compliance/FA
- ☒ **Jessie Pate, Dir.** IR/Effectiveness
- ☒ **Mel Ewing,** CIO

- ☒ **Robyn Kiesling,** Exec. Dir. Gen Ed & Trans
- ☐ **Sarah Dellwo,** Exec. Dir. Enrollment
- ☒ **Abigail Rausch,** Director of Marketing ...
- ☒ **Cari Schwen,** Exec. Director of Fiscal Svc
- ☒ **Paige Payne,** Executive Assistant (recorder)

Mastermind Discussion:

IT Quarter 3 Report
- Critical Initiatives
  - Banner to the Cloud is in the stabilization phase.
  - The Windows 11 upgrade is completed.
  - The Website RFT scoring meeting is scheduled for January 2026.
  - SaaS assessment in January.
  - Blue X (Explorance) course evaluation implementation is starting.
  - Microphone extenders will be installed in the Donaldson Student Center
- Budget expenditures are on track.
  - Campus support coverage is stretched.
- Future:
  - Website Accessibility improvements are in progress. The deadline is April 2026.
  - UM Security Information and Event Management (SIEM) deployment in 2026.
  - Degree Works implementation in the planning state.
  - The Multi-factor Authentication (MFA) for the students will be launched in summer of 2026.
  - IT has to renew the Microsoft (MS) vendor contract through procurement which will delay the implementation of the MS Defender and upgrading the license from A3 to A5.
  - Cyber Security Tabletop exercise in February 2026.
  - Faculty Centric AI symposium at UM in January 2026.
- Additional Discussion:
  - Since Yuja makes PDFs accessible, Gen Ed faculty may not need to keep their Adobe subscription. Robyn would like IT to help her evaluate the use and cancel unused subscriptions.

Facilities, Maintenance, & Human Resource (HR) Quarter 3 Report

- Facilities/Maintenance
  - Facilities is down one custodian and hoping to hire soon.
  - Budget expenditures are on track.
  - Initiatives:
    - APC Entrance floor refinishing will start in May 2026. The main entrances will be blocked during the project.
    - Classroom and Lab in DON 205/206 renovation start date is March 2026.
  - Future:
    - Initiate facility condition assessment in coordination with OCHE.
    - Organize staff work responsibilities to maximize shortfalls.
    - Schedule summer break capital projects.
    - Staff safety and certification training.
    - Ensure all built controlled space meets compliance regulations.
- HR
  - New PD training through NEO-Ed, will be launched in January. Employees will have 6-weeks to complete the training and will be auto enrolled. The Accessibility training references UMs resources. HC will inform the faculty that the resources are not available to HC faculty.

Questions on Updates:

- Emburse is going live Tuesday, December 23, 2025. Currently, employees cannot email receipts because the email is not entered correctly but invoices can be submitted through the phone app or by uploading a saved document.
  - An expense report can be generated to check expenditures.
  - Delegated approval queues have to be set up in each account.
  - Ghost cards will be available for travel. There will be a travel desk implemented in February for travel and lodging. The flights will be transferable.

Review and Discuss Policy 600.7 Revision

- Add comments to the document. The policy will be reviewed at the January 5, 2026, Cabinet meeting.

BlueX Explorance

- Amy Kong and Kylie Carr will manage the course evaluations.