

DEAN'S CABINET MINUTES

JANUARY 5, 2026

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

• <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 type="checkbox"/> Abigail Rausch , Director of Marketing ...
• <input type="checkbox"/> Valerie Curtin , Exec. Dir. Compliance/FA	• <input 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	

Note: Dec. 29 meeting canceled.

Mastermind Discussion:

SOC Update: Reviewed

Discuss Facility Policy Edits

- Reviewed comments. The policy will be edited and brought back to Cabinet for review.

Meeting Time Conflict (SB)

- Currently, votes have us just moving to another time on Mondays for the weeks there is a Chamber conflict or cancel.
- Determination: schedule DON 209 from 8:30-10 a.m. (DON123 in May and June)
 - January 26
 - February 23
 - March 30
 - April 27
 - May 18
 - June 29
 - September 28
 - October 26



Documenting Staff Extra Compensation Alternate Schedule

- If an employee is teaching a course in addition to their 40 hour per week position, they need to document that they are not working on or teaching during their position's required hours.
- Great Falls has form to document the schedule. Sandy will request a copy.

Curriculum Implementation Management (CIM) Decision

- Move forward after confirming Cari's approval.

Date for Cybersecurity Table Top in February

- For Cabinet, IT, and Jason Grimmis.
- February 23: 10 a.m. to 1 p.m.