HELENA COLLEGE
UNIVERSITY OF MONTANA

DEAN'S CABINET MINUTES
JANUARY 26, 2026

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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)

Note: Cabinet canceled on 1/12/26 and 1/19/26.

Mastermind Discussion:

CARE Updates: Reviewed

Update Review:
- The waiver that clients sign before a Cosmetology appointment does not download as an easily read PDF document. IT will look at the settings.
- Dawn may have to contact the software company for a solution and also inquire about the retention period the program retains the waivers. It should be 7 years.

Financial Aid Program Participation Agreement (VC)
- Any time there is a rollover in personnel or programs, the Financial Aid needs to be informed so the changes are included in the annual Financial Aid Program Participation agreement. This could include academic program changes, UM President change, and adding a G5 backup. Valerie will send out more examples in an email. Please email Valerie with upcoming changes.

Calendar of Administrative/Institutional Dates (JP)
- There is not a global calendar for different due dates at Helena College.
  - Examples: annual plans, syllabi, list and agenda OCHE items, etc.
    - Task the Campus Coordinating Committee ©CC with creating a global calendar of the administrative/institutional dates.
    - Update: Workgroup is formed and will meet on February 17.

Responsibility for Adding Vector Professional Development (PD) Events (JP)

- In the future, the administrative assistants will assist Jessie Pate and Amy Kong by adding PD events into Vector.
  - Business Office: Beau Howard
  - Gen Ed/LLH: Kylie Carr
  - Trades/K-12 Partnerships: Melissa Mousel
  - IT, Operations, Dean/CEO, Campus-wide, and Cosmetology: Paige Payne & Christy Stergar
  - Nursing: Natasha Dalton
  - Enrollment: Nina Hansen
  - Financial Aid: Dana Palen
  - eLearning: Amy Kong
  - TRIO: Ann Willcockson or Anna Thennis

Jurni Pilot Program by Ascendium (VC)

- Jurni is a proactive financial wellness default prevention software.
- Financial Aid would like to pilot the program for 18 months. There is not a cost for the pilot.
  - In the future, the overall cost is $4-8/student
- Please review the information and send questions to Valerie Curtin.
  - The contract will be sent to fiscal for review.
    - If approved, it will have to go through procurement which will delay the implementation.
    - Does it have to be implemented into Banner? If so, this may be a hinderance to implementation.

Potential Increase to WS Hourly Pay (VC)

- Valerie would like to increase the hourly wage for work-study student to use up the funds.
- Yes, increase the pay if it is possible.
  - The pay cannot be raised higher than the lowest paid employee.

Review Edits on the Facilities Policy

- Review and correct the formatting.
  - The numbering and add the logo into the header
- Start a fair market analysis to ensure the charges listed for the room rental are in line with the offerings in the community and other universities. Kelley will work with Christy Stergar.
- Check the link to the External Facility Use Agreement/Contract.
- Where did the information listing the alcohol requirements come from? Provide reference.
- Is there a formal event plan on page 8 in Appendix C?
- Clarify the room rental fees for food, cleaning and IT.
- There is an event scheduling email in place. It is hcevents@helenacollege.edu. Abby, Christy, Mel, and Paige will receive the inquiries.
- Send the final draft for review to the CCC for the 5-day review.

Review External Facilities Use Contract

- Update titles and remove hyphen in Helena College University of Montana.
  - Remove COVID section and use the language in the policy.
- Needs to be updated then send the draft to CCC for review.

Emburse **Authority (CS)**

- The approval workflow is different at UM. Budget authority is transferred to the Pro Card holding employee at UM and within the cards limit.
    - o HC has a different process. Supervisors approved any charges. This workflow avoids problems if procurement is skipped or purchases are unauthorized or over budget. Currently UM is unwilling to work to change the workflow in *Emburse* for Helena College, but this may change.
- Going forward until the workflow is changed, all ProCard receipts must be initialed by the supervisor. Cari and Beau will approve Pro Card reports in *Emburse*.
- On another note: Ghost cards will not work to reserve a rental car on site, but an employee can reserve through Enterprise through HC.

Personnel Requests (CS)

- The Budget council created a formal process to request a new position or reclassification from the fiscal funding lens. (Procedure, Request Form, Scoring Rubric)
- The Budget Council is asking Cabinet to look at the process from a strategic wholistic lens.
    - o What should the review period look like?
    - o Timing is difficult.
        - ▪ The funding is determined by the OCHE snap shot 11 months out.
        - ▪ Academics is on a different timeline than staff hiring.
        - ▪ Open positions need to be considered also.
- The documents will be available in the team for review. Add comments to the three forms and the recommendations will be discussed at the next meeting.