

DEAN'S CABINET MINUTES  
FEBRUARY 24, 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:

- **Sandra Bauman**, Dean/CEO
- **Kelley Turner**, Exec. Director of Operations
- **Stephanie Hunthausen**, Exec. Dir. CTE & DE
- **Valerie Curtin**, Exec. Dir. Compliance/Fin. Aid
- **Jessie Pate**, Dir. IR/Effectiveness
- **Mel Ewing**, CIO
- **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
- **Sarah Dellwo**, Exec. Dir. Enrollment
- **Abigail Rausch**, Director of Marketing ...
- **Cari Schwen**, Exec. Director of Fiscal Services
- **Paige Payne**, Executive Assistant (recorder)

**Metrics Tree from the Data Convening Seminar**

- MUS is in partnership with Complete College America to provide a road map for MUS's completion agenda by identifying student success data.
  - Measure what matters
  - Source the data your college needs
  - Use the National Student Clearinghouse and PDP
  - Have regular conversations about data
- 6-10 KPI's are recommended.
  - Leading Indicators: Retention rates, gateway math, and writing completions in the first year
  - Real-time metrics: student grades at points in the semester
  - Spring re-enrollment data
- Identify potential KPIs by finding the emphasis using institution-specific strategic plans, best practices, and state and national reporting data.
- HC's pillars are Effectiveness, Stewardship, Equity, and Impact. The future goal is to reduce the KPIs and revamp the metrics.
  - Is this IDEA or the Cabinet's purview?
    - IDEA would like the Cabinet to direct the priorities and 6-10 KPIs.
    - Then, IDEA will determine the leading indicators and other data.
- Future steps:
  - Share metric tree with others
  - Schedule training on data.
  - Collaborating with Data-Kind which is a predictive database.
- Next week: Budget and KPIs

## CCSSE – Identify Priorities

### Priorities for Improvement

- Orienting new employees
  - Paid adjunct training slated for this summer
  - Discussions ongoing about training for full-time faculty (e.g. ongoing teaching training)
  - Would like to review current onboarding practices for all employees (also ties into information needed to do the job)
    - Possibly form a representative group to review it – Sandy to lead the group.
    - Do any areas currently have good processes to onboard employees and would they be willing to share?
    - Ways that supervisors could receive additional support in onboarding – could something be taken off their plate.
    - Not just knowledge and training, but also community building.
    - Also support for employees moving up into Director/supervisory or laterally to another department.
- Involvement in planning
  - NWCCU recommendation.
  - Committee restructure.

### Notable Positive Progress

- Have seen increases in communication between departments.
  - CCC and Student Services established as information-sharing.
- Reputation in community improving.
- Overall satisfaction.

Add a “Call to Action” section in the MMM to recruit for workgroups and think tanks.

### Policy 600.10 Kris Goss Revisions

- Suggestions will be added to the policy.
- Edits in the procedures section in the second bullet language:
  - Change “not” to “non” to read *non-student*.
  - Direct supervision is considered to be the non-student child(ren) being within the line *of* sight and voice control *of* their...
- The edits and additions will be added to the policy, signed, and posted on the policy webpage.