HELENA COLLEGE
UNIVERSITY OF MONTANA

DEAN'S CABINET MINUTES
MARCH 31, 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,** 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:

Updates:
- Add Kelley Turner, Sarah Dellwo, and Kris Goss to the onboarding workgroup.
- Check Banner's accessibility.

Strategy Time: KPI & Strategic Goal Conversation:
- Discussion Highlights:
- KPI Impact 8a and 8b: Benchmark scores for CCSSE and SENSE.
  - o CCSSE is for current students and SENSE is for first-time students
  - Effective Track to College Readiness is difficult to evaluate at HC because half of the criteria is about placement tests.
  - The language in some questions is not familiar to students at HC.
  - Suggestion: Change the KPI to use the data from the SENSE and CCSSEE and review it with groups or multiple groups.
    - ▪ Offer an exercise to show the latest SENSE & CCSSE data at IDD in the fall.

- KPI Stewardship 4 a-c: College Employee Satisfaction Survey (CESS)
  - Overall satisfaction score improved significantly
  - HC is scoring better than our peers.

- KPI Equity 1:
  - The original KPI EQ-1 was removed to avoid being in violation of the executive order.
  - KPI EQ-1: The Campus Climate Survey does not have a straightforward question to use as a KPI, such as measuring a sense of belonging among students and employees.
  - Is it a valuable way to understand HC culture? Some of the topics felt heavy and had a negative focus.
    - ▪ Suggestion: Stop doing this survey, find another one, create HCs own survey, or craft extra questions and add them to the CESS or CCSSE.

- SG EF-1: Dashboard
  - Progress is slow. Annual plans have a public dashboard, program profile and fall census enrollment have drafts.

- SG ST-1: Budget process
  - Budget planning timeline in the works, but currently only useful in the second year of each biennium
  - o Also looking at budgeting 3 years out at a time, rather than annual, which should help with the replacement/renewal schedules
  - o Are the CESS questions the best metrics for understanding progress on this goal?
    - Consider a metric about how/when allocated resources are spent (such as % of allocations spent by a certain time of year).
    - Consider sending a follow-up to employees about certain CESS questions.
- SG ST-2: Stewardship training
  - o Implementation of GrizMart superseded any other training needs here
  - o Anecdotally, has seen people spending more thoughtfully and responsibly
  - o Are reps reporting back to their groups?
    - Does not seem like faculty are
    - The Staff Senate representative provides a written update monthly to the staff in the agenda.

- SG ST-3: ROI on professional development
  - o Departments are encouraged to budget PD funds for mandatory training or annual PD in their department budget instead of using the PD committee funds.
  - o The committee is striving for transparency and a process to fairly distribute the funds.
  - o Suggestions:
    - Add a deadline for each semester for application.
    - Add information about PD to the onboarding process.
    - Consider a metric that categorizes the type of PD being tracked
  - o Provide data to the college at the State of the College.
    - Experiences, types of PD attended, the total amount spent, and the current balance.