HELENA COLLEGE
UNIVERSITY OF MONTANA

DEAN'S CABINET MINUTES
JUNE 16, 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:

Institutional Assessment: Strategic Goal IM-1

Demonstrate Campus-wide Engagement with the Community:
    What does campus-wide community engagement look like?
- All employees describe ways their role does or can engage with the community.
- Key campus partners are widely known.
- The value of the partnership can be articulated by those involved.
- How the partnership supports the mission/vision/strategic plan.
- How the partnership benefits the college as a whole.
- How the partnership benefits the organization/greater Helena community.
- The external environment is regularly monitored to identify new opportunities for engagement.
- Resources allocated to support successful community engagement with maximum potential impact.

    Questions from Cabinet:
- How do we define a partner?
- Does it matter if it's one-sided or ineffective in its current state?
- Individuals vs. the organizations they represent (would that connection to the business exist if the individual left?)
  - Mansfield cultural exchange group, Hometown Helena, college sponsorships (e.g., Grandstreet, rodeo).
- The impact work group was focused on our community identity – who we bring here, do people see us as a place for events, and as a part of the community.
- Our outreach efforts have grown since this plan was written. Marketing has shifted to reflect that, from advertising to involvement/engagement in the community.

Service on Boards
- How can the Foundation benefit from our community engagement?
- Difference between community engagement as marketing for college vs individual volunteering on their own?
- How does the college benefit from the engagement?
- Would you use your HC email? Wear your HC nametag? Would you do this in this capacity if you weren't in your current position at HC?
- How is this measured/documented?
  - Membership in and value and outcomes of membership
  - Professional organizations
  - MUS
  - State
  - Regional
  - National groups
  - Boards

Annual Plan or Program Review Section
- Type of engagements occurring or pursued:
  - Partnership/collaborations
  - Outreach
  - Host/event
  - Financial/sponsorship
  - Service learning/internships/practicums/clinicals
  - Training (e.g., industry training students in a formal setting)
  - Organization name(s) - select from list, ability to add to list
  - Individual names?
  - The type of organization will be attached to the organization
    - Business/industry
    - Education
    - Healthcare
    - Government
    - Non-profit
    - Community/other
    - Frequency/regularity of engagement
    - One-time
    - Recurring (weekly, monthly, annual)
    - Length of engagement
    - Brief description of the value of engagement to HC and to the organization
    - How many engagements/orgs to include? Top 3 to start
    - How to report? Significance? What would make the top 10/20 partners?
    - Engagements you'd like to pursue (why haven't you?)

Cabinet Discussion
- Getting the list of community engagement annually would be beneficial.
- Annual plans are too much of a black box, can be difficult to manage large departments, or things individuals do that their supervisors aren't aware of.
- Annual plans = goal setting.
- Roll into program review.
- How to cross the silos?
- Want to make connections/partnerships visible to others.

- Would like to highlight community partners on the website.
- IDEA will bring this to different groups (CCC, Student Services, Senates, division meetings, end of semester) with a "training" on what counts and a group/individual activity to brainstorm and discuss.
- Departments have conversations at their end-of-the-year meeting, then fill out reports summarizing key takeaways from their conversations. these are brought together and reviewed by IDEA/Cabinet.
  - End of the year meeting
  - Share at state of the college, MMM
  - Option to add in engagements as they occur?
  - Add to committee agendas?

How is this Advanced/Used for Continuous Improvement?
- Report of engagements to IDEA, Cabinet to identify the most significant, understand strengths and gaps.
- Database of community partners to share across the Cabinet.
- Promotion of significant partners on the website.
- Form to be filled out by community partners to quantify their contribution.

Cabinet Summary:
- Roll it out to the full campus during ID Days.
- In-depth conversation with area leaders in the Campus Coordinating Committee meetings.
- At the end of the semester, schedule area meetings to discuss community engagements and get the most comprehensive list possible for now.
  - IR/IDEA compile report.
  - Cabinet to review the report/all submissions and see what we can learn.

Follow-up from Tabletop Exercises. (RK)
- Schedule role-playing scenario training for all the employees.
- Offer de-escalation training from a non-law enforcement group.
- Build an action plan for the college to return to normal after an emergency or destructive event.
- Review the Maxient report summary, look at trends.

Headshots (AR)
- When the HC website receives a facelift, Abby would like to add headshots to the directory.
- Employees will be able to opt out.
- Abby will explore the possibilities.

Leadership Helena
- Helena College will send two representatives.
- There are two required dates in September. Sandy will ask in the MMM if any employees are interested in Leadership Helena. They will need to state the reasons for their interest.

Board Positions in the Community
- Ask for the list of openings and discuss the list at the next meeting.