

## DEAN'S CABINET MINUTES

**JULY 21, 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:

*Table 1: Cabinet Members*

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|--|---|
| • <input checked="" type="checkbox"/> <b>Sandra Bauman</b> , Dean/CEO                  | • <input checked="" type="checkbox"/> <b>Robyn Kiesling</b> , Exec. Dir. Gen Ed & Trans |
| • <input checked="" type="checkbox"/> <b>Kelley Turner</b> , Operations                | • <input checked="" type="checkbox"/> <b>Sarah Dellwo</b> , Exec. Dir. Enrollment       |
| • <input type="checkbox"/> <b>Stephanie Hunthausen</b> , CTE & DE                      | • <input checked="" type="checkbox"/> <b>Abigail Rausch</b> , Director of Marketing ... |
| • <input checked="" type="checkbox"/> <b>Valerie Curtin</b> , Exec. Dir. Compliance/FA | • <input type="checkbox"/> <b>Cari Schwen</b> , Exec. Director of Fiscal Svc            |
| • <input checked="" type="checkbox"/> <b>Jessie Pate</b> , Dir. IR/Effectiveness       | • <input checked="" type="checkbox"/> <b>Paige Payne</b> , Executive Assistant          |
| • <input checked="" type="checkbox"/> <b>Mel Ewing</b> , CIO                           | (recorder)  |

### Mastermind Discussion:

#### IAP: Effectiveness Strategic Goal (SG EF-1)

- The Cabinet reviewed the SG EF-1.
  - The change to 6 KPIs is a step in the right direction.
  - Jessie is planning to design HCs' data dashboards similar to Great Falls College's.

#### SENSE Administration (JP)

- The SENSE survey will be administered during the 4<sup>th</sup> and 5<sup>th</sup> week.
- The survey will be given in class.
- To capture as many students as possible, the following courses will be selected.
  - 100-level trades courses, which are in person.
  - Considering COLS101, EDU201, and ARTS194. Some of these courses are hybrids.

#### Dean's Office Structure (SB)

- Christy Stergar is going to report to Sandy Bauman and move her office to 102A.
  - Christy will continue to manage Community Enrichment Courses, EMS, event management, and assist Stephanie Hunthausen and Melissa Mousel with workforce development.

#### NWCCU Standards Review and Revision Process Update (JP)

- [Executive Summary of Institutional Survey Responses](#) regarding NWCCU Standards and Eligibility Requirements
  - Reviewed the responses.
  - Other institutions have the same struggles as Helena College.
- [Executive Summary of Evaluator Survey Responses](#) regarding NWCCU Standards and Eligibility Requirements
  - Reviewed the responses.
  - There is a lot of overlap and duplication.

### **Dates for Frontline & Directors Tabletop Exercises**

- Schedule the exercise late in September on a Friday. One in the morning and one in the afternoon. The exercise will be about 2 hours per block.

### **Asst. to the Dean Folder and Subfolders Access. (PP)**

- Move the Asst. to the Dean Folder to a separate drive under the Administration drive.
- Give rights to the Cabinet members to the following subfolders:
  - Dean's Cabinet
  - Agreements, Contracts/MOU/MOA
  - Policy
  - BOR OCHE

### **Hazing Policy**

- Approved to be signed and posted as the interim policy until the Campus Coordinating Committee can review and approve it.

### **Mascot**

- Builds an identity.
  - It will require funding to hire an outside party to help guide the process.
    - GFC spent 200K in the process through a Lumina grant.