

**DEAN'S CABINET MINUTES**  
**AUGUST 4, 2025**

---

*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.*

---

**CABINET MEMBERS:**

*Table 1: Cabinet Members*

- |  |   |
|--|---|
| • <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 checked="" type="checkbox"/> <b>Stephanie Hunthausen</b> , CTE & DE     | • <input checked="" type="checkbox"/> <b>Abigail Rausch</b> , Director of Marketing ... |
| • <input type="checkbox"/> <b>Valerie Curtin</b> , Exec. Dir. Compliance/FA      | • <input checked="" 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:**

**CARE Updates:** One report.

**Resiliency/STAR-T Training August 21, 2025**

- **STAR-T: Secondary Trauma Resiliency Skills Training.** This training is designed to build resiliency in Human Service professionals at risk of experiencing secondary trauma due to working with and supporting people (students, employees, etc.) dealing with their trauma and challenges. Secondary trauma emerges from the way humans use brain and body functions to connect with other humans in effective collaborative relationships. We often feel WITH our students and not FOR our students, which results in the student's experience being recorded in the brain of the professional. Resiliency not only limits the toxicity of trauma, but it also creates the potential to transform toxic stress into strength. The training will be facilitated by Andrew Laue, a psychotherapist and LCSW, and Darcy Chenowith, a psychiatric nurse practitioner focused on secondary trauma for healthcare providers, rescue workers, and mountain athletes.

**IAP: KPI #2 Degrees & Certificates Awarded**

- Surpassing the 3% target annually.
  - Recommendation: Keep the target at 3%.
- Observations:
  - Advisors are well informed and advising students well, and Marika Adamek constantly checks completions.
  - Rolling the graduation fee into the first term helps.
  - AS degrees dropped in AY25.
    - Nursing has had smaller classes.
    - Sometimes it is not beneficial for the students to complete the 2-year degree.
  - Degree Works will help track and audit students' completion.
- AAS are increasing.
  - Added programs.
- Currently, more females graduated, and more males graduated in 2023.

- Program enrollment fluctuates year to year.
- Peer comparison:
  - Hazard Tech College awarded a large number of one-year micro-credentials.
  - MUS is slowly moving to approve a process to offer micro-credentials.

#### **Montana 10/Institutional Data Project (SD) Look at Campus next steps.**

- FY26-FY27 one-time funding of \$7 M over the biennium.
- The funds are intended to support two major activities.
  - **Cohort-based programs:** Continue to build enrollment (fall '25 and fall '26) in evidence-based comprehensive programs that provide academic, financial, and advising and career development supports.
  - **NEW "Institutional Innovation" projects:** These projects will help bring to scale the practices of MT10 and other comprehensive programs by enhancing institutional infrastructure, IT, and personnel capacity.
- Next steps:
  - Sarah will build a team to increase advising success.
    - HC is already successful and has built relational ties.
  - Professional development and Canvas training.
  - Dashboards for the advisors to track their success metrics.

#### **Posting Materials on Campus (SD)**

- Procedure written in conjunction with UM's facilities use policy.
- New bulletin boards will be installed on both campuses.
- The Cabinet is revising the facility policy and adding addenda to address the different facets of facility use, including posting materials on campus.
- Recommendation: Adopt the procedure as an interim process until the facility policy is revised. It will be posted on the Campus and Facilities webpage for now.

#### **All-campus Welcome Back Topics and Speaker Ideas (SB)**

- There will be door prizes and gift cards.
- Speaker and Topic Ideas:
  - OCHE legislature success, Galen Hollenbeck, Leeann Kurtz.
  - Artificial Intelligence – add this topic to January
  - Karen Wood, Shauna Lyons, OCHE employee support.

#### **Final ID Days schedule (SB)**

- Send all ID Day sessions that need to be added in Vector to Jessie Pate.

#### **Space Allocation Council or Committee Mission, Descriptions, and Membership**

- Add one faculty member nominated by the Faculty Senate and a recorder to the membership.

#### **Extra HC Compensation Policy (SB)**

- HC cannot follow the UM policy, so it will draft its own.

## CCSSE 2025 Executive Summary

- HC scored slightly under the benchmark/average.
- The Cabinet discussed the reasons for the results.

