

**DEAN'S CABINET MINUTES**  
**DECEMBER 1, 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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*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 checked="" 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 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:**

Note: Cabinet canceled Nov. 24

**Strategic Goal ST-3 (JP)**

- At target for both of the CESS questions (4.6 & 4.7)
- Program reviews include a section for writers to document the Professional Development (PD) they have participated in.
- The PD Committee will share where PD funds spent and outcomes in spring committee report-outs.
- Consider identifying & sharing common themes in PD over the course of a year.
- Is there a different way to measure the goal to get the data needed?

**Questions on Updates?**

- 12-credits is full time.

**CARE Updates:** Reviewed

**Review comments about Policy 400.9.**

- Policy 400.9 revision in the third paragraph under Procedures>Approval
  - The correct HR form varies. Revise the sentence to:
    - "...the appropriate HR paperwork from Human Resources"
    - Post the revised Policy 400.9 for the final campus review for five days.
  - Policy 800.6, Archives, did not have any corrections and will be posted for the final campus review for five days.
  - Update: there were no comments from the campus during the final 5-day review. The policies will be signed by the Dean/CEO and posted as final policies.

### **Data Governance Policy (JP)**

- Affiliates are included in the original scope but after some investigation, the policy will not apply to affiliates and UM is changing the verbiage.
  - It is referenced in the FERPA NEO Ed training.
  - Difficult to adapt UMs policy.
- Does HC need a data governance policy?
  - Yes, in the future, Institutional Research will determine the language and IT will assist as support.

### **Updated Census Dashboard – How much should be published? (JP)**

- Jessie Pate reviewed the Cabinet’s recommendation changes in the dashboard.
  - Future topic: what did we learn from peer comparison?
    - HC lines up closer to the national group enrollment numbers for part-time students versus regional.
    - Do our peers categorize non-degree the same way HC does?
- Jessie would like to publish the Enrollment summary only. The rest of the data will be available to internal employees through a login.
  - Does HC need to make a report to show we are looking at the trends and disparities?
  - NWCCU asks that meaningful disaggregated identifiers are published.
    - Protecting student identity is foremost.
  - Jessie will talk to our liaison at the conference and report back to Cabinet.

### **Timing of ID Days Keynote (SB)**

- New student orientation on Wed. in January at 10 a.m., followed by a potluck sponsored by the Faculty and Staff Senate.
- Friday morning, January 9, 2026, will be the best day for Amy Williams to present.
- Amy Williams, Executive Director, National Alliance of Concurrent Enrollment Partnerships (NACEP)

### **Agenda on December 15**

- Be prepared to provide a list of departmental big-ticket items to the meeting for discussion.