

DEAN'S CABINET MINUTES
MARCH 2, 2026

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

- **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:

Fire Emergency Service (FES) Annual Plan

Nolan Eggen, FES Instructor, shared his views and next steps for FES.

CARE Updates: Reviewed

The Four Core Functions of the NIST Artificial Intelligence Risk Management Framework (AI RMF) ME

The framework is organized around [four continuous functions](#) that apply across the full AI lifecycle: **Govern, Map, Measure, and Manage**.

1. Govern

Purpose: Establish leadership, accountability, and policy for AI use.

At Helena College, this means:

- Defining who is responsible for AI oversight, likely IT, academic leadership, and compliance working together
- Establishing basic AI use principles aligned with college values, student privacy, and academic integrity
- Ensuring transparency and accountability when AI is used in teaching, advising, or administration

Governance is the foundation that supports all other AI risk management activities.

2. Map

Purpose: Understand where and how AI is used, and who it affects.

At Helena College, this means:

- Identifying AI systems in use, such as learning platforms, plagiarism detection, chatbots, or vendor embedded AI
- Understanding what data is used, including student records or institutional data
- Considering impacts on students, faculty, staff, and the community

Mapping helps the college understand benefits, risks, and unintended consequences before problems arise.

3. Measure

Purpose: Assess AI risks and trustworthiness.

At Helena College, this means:

- Evaluating accuracy, bias, privacy, and security risks in AI systems
- Reviewing whether AI outputs are reliable and appropriate for educational decisions
- Monitoring AI performance over time, not just at initial deployment

Measurement combines both qualitative judgment and available metrics to understand real world impacts.

4. Manage

Purpose: Reduce risk and continuously improve AI use.

At Helena College, this means:

- Deciding when AI use is appropriate and when human oversight is required
- Establishing controls, safeguards, or usage limits
- Updating policies and practices as AI technology evolves

Risk management is ongoing and iterative, not a onetime exercise.

How Helena College Can Implement the AI RMF Effectively

The AI RMF is intentionally scalable, making it well suited for a small two-year community college.

A practical approach for Helena College could include:

- Start with governance by publishing a short, plain language AI use and ethics statement
- Create an AI inventory to document where AI is used or planned
- Focus early measurement efforts on student data protection, academic integrity, and vendor supplied AI
- Integrate AI risk review into existing IT, security, and procurement processes

Next steps: Mel will create a workgroup to start the governance body.

Policy 600.7 Facilities Use – Posted 15 days.

Update: No comments. The final draft will be posted for 5 days on the website.

Approve Institutional Learning Outcomes (JP)

- Mel Ewing moved to approve. Abby Rausch seconded. Approved.