

DEAN'S CABINET MINUTES
MAY 18, 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

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

Mastermind Discussion:

Website Updates & Questions (AR)

- On June 1, 2026, The Campus Coordinating Committee will meet with the Brandish.

Institutional Priority #4 (Translate Data into Talking Points) - Brainstorm Strategies

Steps

1. Build a system for story collection.
2. Over the summer, Cabinet will identify the data to provide a focused list of successes for IDD days and future steps.
 - a. Start with KPIs
 - b. Set the vision on June 30, July 7, and July 14.
3. IDD for all campus activities in the fall. We need your stories.
 - a. Create an activity to mirror the NASH mock student exercise

Risk Strategy

1. Create a schedule to update the data on one sheet, webpages, media, etc.

Brainstorming Ideas

1. Assign everyone to bring back one success narrative using the data from the dashboards.
2. Find student success stories to humanize HC and data points to back it up.
 - a. Look at FYS data and build the narrative
3. Highlight the low debt and high starting salary rates in the trades.
 - a. Examine the data for specifics programs
 - b. Promote the block schedule for the trade programs
4. Build a highlight reel to make it easy for people to advocate. They need statistics and stories.
5. Use the website to focus on the successes and stories with data.
 - a. Highlight the IPEDS student to faculty ration.
 - b. CCN core = opportunity.
 - c. Highlight the alternate class formats to meet students where they are
 - d. Profile the excellent faculty at HC to the external community.
 - e. Highlight our student support services – connect with success data.

6. Show pass rates, etc.
7. Create an information kit for tour guides with statistics and stories.
8. Create an email signature that highlights excellence where appropriate. Example is the nursing NCLEX pass rate, or the aviation pass rate on the appropriate email signature template.

Narcan Policy Discussion

- The Cabinet discussed the need for a Narcan Policy and determined it is a procedure instead of a policy.
- Sandy will craft an email to the Safety Committee asking the committee to create a guideline for administering Narcan.
- This will include:
 - Where the Narcan will be kept for easy access.
 - A schedule to check the expirations dates and the batteries in the AED units.
 - An awareness campaign to campus.
 - Offer training sessions.
 - Consider and incorporate the comment from the CCC Narcan policy review and from the draft of the policy.
 - Funding sources.

Update to the new loan regulations (VC)

- Action: How many students took the full FA in the fall for tools in the past?
- After speaking with Marika and Sarah and how enrollment is reported here at HC, it was realized the new loan processes would be simpler than previously anticipated. Loans will be adjusted to the number of credits a student is registered for at census date with no additional adjustments thereafter. This is more advantageous for both the student and less liability laid on the College for any outstanding bills due to returning federal aid funds for drops and/or withdrawals during the semester.

MS Calendar Project Planner (JP)

- A new way to plan items for Cabinet, Budget Council, IDEA, and Institutional Assessment.