

DEAN'S CABINET MINUTES
TUESDAY, JUNE 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
- **Vacant**, 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)

Note: The May 26 Cabinet meeting was canceled.

Mastermind Discussion:

NEO Performance Reviews (SB)

- Not at this time.

Website Updates & Questions (AR)

- Brandish joined Campus Coordinating Committee on June 1, 2026.
- Discovery presentation based on all the information they gathered during the stakeholder meetings scheduled for June 11.
- Hoping to bring Brandish to the June 23 Cabinet meeting to discuss governance.
- Stakeholders have provided examples of sites they think do things well.

FYE Budget Update (CS)

- Summer tuition = 155K in revenue.
 - 72 students have not paid their fees.
 - Additional revenue possible for summer (40K+).
- Personnel costs are trending on the high side.
- No more spending on Pro Cards allowed unless approved by the Business Office (BO).
- All travel has to be approved by BO by June 30.
- Combined revenue projections are close to projected. Investment income has increased by 40K.
- Budget adjustments for FY27 approved by the Budget Council.
 - \$66,915 reallocated to fee-generated funds. Transfers focused on personnel splits, communication, building maintenance, major equipment, and subscriptions/affiliate costs.
 - \$338,330 reduction in projected FY27 current unrestricted operating budgets. Reductions focused on contract services, supplies, travel, meetings/conferences, capital equipment, and rent costs.
- There are significant increases in the future especially shared affiliate billing.

Brainstorm Institutional Priority 5: Expand Career Development & Workforce Ties (JP & SB)

- Collaborate conversations with everyone who is involved with Career.
 - Develop a mission and a plan to guide the workgroup
 - Help employees and faculty understand how they support career development
 - Provide professional development for best practices.
 - Find a leader to guide the group. Maybe Cabinet representatives start the conversation.
 - Keep campus up to date on the work.
- Career Development
 - Job placement
 - Work-based learning
 - Mentorship
 - Internships
 - Career exploration (Handshake and other platforms)
- Other Thoughts
 - Ask industry to step up
 - Court employees with good opportunities for students (e.g., Allied Steel)
 - Additional data – FAA pass rates
 - Track spending on career (time and costs)
 - Integrate career conversations across campus
 - Add a section to the student, community and MMM newsletters.
 - Highlight students, career paths, and community partners
 - Identify the data HC is missing or wish it knew. Incorporate NASH Metrics Academy in process.
 - Graduate outcomes
 - FAA pass rates
 - Percentage of student in their field
 - Website/one-sheets/tours
 - Value of getting a degree to pursue a career versus entering the workforce without a degree
 - Encourage all faculty to integrate career into courses and provide support
 - Create an internal faculty learning community