

DEAN'S CABINET MINUTES
WEDNESDAY, JULY 1, 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

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| • ☒ Sandra Bauman , Dean/CEO | • ☒ Robyn Kiesling , Exec. Dir. Gen Ed & Trans |
| • ☒ Kelley Turner , Operations | • ☐ Sarah Dellwo , Exec. Dir. Enrollment |
| • ☒ Stephanie Hunthausen , CTE & DE | • ☒ Abigail Rausch , Director of Marketing ... |
| • ☒ Valerie Curtin , Exec. Dir. Compliance/FA | • ☒ Cari Schwen , Exec. Director of Fiscal Svc |
| • ☒ Jessie Pate , Dir. IR/Effectiveness | • ☐ Paige Payne , Executive Assistant |
| • ☐ Vacant , Exec. Director of IT & Banner | (recorder) |

Mastermind Discussion:

Policy Discussion:

- The Cabinet reviewed and discussed Policy 400.7, 300.6, 300.4, and 400.6. All items discussed for change are noted with track changes in the documents.
 - Change all instances of "Director of Human Resources" or "Human Resource Generalist" or "Human Resource Specialist" to Human Resources in all three documents.

Orientation Prizes:

- The Cabinet discussed the idea of a parking spot as a student prize for orientation. This has been done in the past and it wasn't successful. Instead, the Orientation Fee Pot should be used to purchase a variety of prizes for students (e.g., tablet, watches, tv, ski pass, etc.) to be used in orientation.

Brandish Discussion:

- The Cabinet discussed the Brandish Phase 1 Deliverable document. Abby shared some of her key takeaways from the document. The Cabinet would like Brandish to take the lead and suggest a governance structure that will work best for HC.
 - There are still some areas where it may be unclear as to who owns the info and will be responsible for making sure the info is updated, correct, and posted in the correct place(s) on the new website.
 - This led to the thought that these may be some things that we want to discuss as Brandish is working on their next steps for this project.
 - Dual enrollment and their website needs were also discussed.
 - The page audit was also discussed, mostly with questions about that audit.
 - Abby will bring some notes and questions to Brandish to her meeting with them next week.

Parking Update

- Helena College and other entities are now at the agreement stage. An agreement has been sent to the district with all points of the agreement needing to be met for an agreement to be finalized.