

DEAN'S CABINET MINUTES
TUESDAY AUGUST 11, 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 |
| • ☐ Lee Fossum , Exec. Dir. IT & Banner Admin | (recorder) |

Mastermind Discussion:

AY26 AP Review & Finalize AY27 AP

- Discussed the AY26 Annual Plan (AP) goal status.
 - 80% have a positive outcome.
 - The spread is consistent with previous years.
 - Goals are usually not completed due to changing priorities.
 - Jessie will present the annual plan report at the Welcome Back event on Tuesday, August 18.
- AY27 priority:
 - This year, there is a section added for the author to tie goals to the institutional priorities.

Priority 1: Review Gap Report from IDEA

- IDEA will take a deeper look at the data to determine the reason for the following gaps:
 - 150% graduation rate by enrollment status, part-time students. Sometimes they do not stay as a part time, because they are working towards a fulltime program.
 - Look at credit accumulation.
 - Pell recipients, federal changes, traditional age has increased, which may be a factor. The federal changes were supposed to increase the number of students and HC has stayed flat. Why?
 - Retention and graduation rates for female students. Look at it by program.
 - Transfer rates for veterans. Most veterans are in trades and will not transfer to a 4-year. Look at the data.
 - Transfer rates for non-traditions. Do they find employment instead of transferring due to status?

Reserved Parking Space Discussion for Employees

- Discuss whether to offer an upgraded permit for reserved parking to staff and faculty.
 - Decision:
 - Wait until next year:
 - Determine the logistics for a lottery, space location, pricing, and procedure.
 - Include students in the lottery.

- Any fee for students to purchase an upgraded permit would have to be approved by the BOR.

Proactive outreach to students regarding phone issues?

- The phone system is not working and students cannot call in and employees cannot call out.
- Add messaging on the website that the phones are down and to email the department. Include the messaging on the Salon webpage also.
- Abby will add the message on social media.

Software Implementations

- Cannot renew Handshake until procurement has 3 quotes.
 - Cari can use Sarah's verbal quote from a vendor and the Handshake quote.
 - Cari's department will find the third vendor.
- Also need business requirements for CIM. Sandy will set a meeting with UM IT, Lee Fossum, and Sarah to review and determine the information.

Cabinet will review and make track changes on:

- Finish Review of Student Disability Policy
- Start Review of Student Pregnancy & Religious Policy