DEAN'S CABINET MINUTES
THURSDAY, OCTOBER 15, 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,** Exec. Dir. IT & Banner Admin
- ☐ **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:

KPI 1: Fall Census Highlights (JP)

- Head count is up 1% over last year
- Fall FTE up 5%
  - Up 10% compared to 5 years.
- DE is lower by 4% and is leveling out. HC has had to hire more personnel to handle the load without extra compensation.
- Students are registering for more credits.
- Our peers a slightly ahead of us in enrollment.
- Transfer students increased by 103% this fall.
- Note: Check the number, tuition rate, and status of the out-of-state students.
  - Working on the data for enrollment by course modality.

Generative AI Adoption update – due mid-October.

- The Procurement & Instruction/Research taskforces are progressing forward.
  - Cari Schwen is working with UM.
  - Kim Feig has identified the members of PAC as the research taskforce.

Website Governance Questions: Content Ownership Model Confirmation (AR)

- Governance:
  - Each page needs an owner.
  - Need to follow NWCCU guidelines.
  - Ask Brandish for recommendations also.
- Expedited request assessment window: during business hours, expedited publication requests should be assessed within _____hours of submission. This is the time to acknowledge the request and start the workflow, not to publish. Emergencies involving campus safety still go straight through emergency comms process. Who does this?

- *Use IT help desk ticketing system. Get the average time of turnaround.*
- *Are tickets categorized?*

- Post Publication review window for expedited content: anything published through the expedited path gets flagged for a follow up compliance and accessibility review. That review should be completed within # of hours of publication.
  - *Discuss this with Ed Benasky first.*
- Page retirement age: content older than on year that haven't been reviewed gets flagged as a candidate for retirement (archive, redirect or delete)
  - *One year*
  - *Legally required pages are exempt.*
- No traffic threshold: pages with low or no traffic for the last number of months get flagged for retirement review. If you have a view on what counts as low (ie fewer than X visits per month) include that also.
  - *Some items will not get traffic but cannot go away.*
  - *What are the criteria for a low visit rate, but essential for due to a policy or requirement.*
    - *Identify which pages need to stay even if they have low volume on the first review.*
- Review cadence by risk tier:
  - *Tier 1: high (financial aid, tuition and fees, FERPA, Title IX, policies, HR): quarterly, and immediately after any regulatory or policy changes*
  - *Tier 2: medium (programs, admissions, student services, library, campus resources, accreditation): twice a year, or at least annually for stable content*
  - *Tier 3: low (news, events, profiles, campus life, FAQs, committees and councils): annually or as needed*
- Ownership for specific content areas: model table assigns an owning department to each section of the site.
  - *Confirmed the correct owning department and added a named person and backup responsible for each one.*
  - *Student Accounts line was missing.*

Sensemaking attendees (JP) Add to the next agenda.

Future/outstanding:
Add mid-year planning session to Cabinet's calendar – Dec. 14.
Agenda: financial check in, IAP, new personnel requests, and fee priorities.
2 to 4 hours; a.m. or p.m.?
Create a naming convention for minutes that will be uploaded to the new website.

- Who will make this decision?