DEAN'S CABINET MINUTES
THURSDAY, OCTOBER 22, 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:

Signage History Wall Update

- The taskforce is searching for archives from outside sources.
  - City Preservation Office
  - She Was Facebook page
  - Searching for Terri Atwood's archive box.

IT Next Steps (SB)

- **Tech Steering Committee on Oct. 26**
  - Cancel the meeting.
  - Schedule a meeting with Cole, Ed, and Sandy.
- **Lee Fossum's IT Policy Overview**
  - The overview makes sense. Create two overall policies, add procedures, and refer to UM policies after the interim policies are approved.
  - This will be on hold.
- **Zach Rossmiller UM IT visit on November 10**
  - Zach has offered to be our interim director for the duration.
    - There are some innovations that he would like to implement at HC.
    - Zach will meet regularly with Cole and Ed.
    - Unknowns: funding, travel, and compensation.
  - Contact Zach, Corey, and Jonathan Neff for assistance.
  - Scott at UM will assist sorting out the phone system.

Mid-Year IAP Check-In on December 14, 2026

- Block the day from 10:00 a.m. to 2:30 p.m. Lunch will be brought in.
- 60 to 90 minutes on strategic goals wrap up.
- 60 to 90 minutes on institutional priority check and next steps.
- Cabinet holiday celebration date 12/14 at 3 p.m.

Topics for State of the College

- December 15, 2026
    - 10 a.m. to noon
- Topics
    - Progress on IPs
    - Status report on AI Directive
    - Excellence Awards
    - Strategic Planning Update
    - ACUE pinning

Sensemaking Attendees (JP)

- Discussed the list of attendees.
- The date is December 16 and 17 of the meeting.
    - Determine if December 17 is for leadership only and if it is a half-day.

Sensemaking Data

- Gardner has some optional fields around transfer credits for data analysis. Is it worth the time to pull that data for 10 years' worth of students? The fields are for the number of transfer credits earned in the following ways: Credits by Exam (e.g., CLEP), Military Credits, Life Experience Credits, High School Exam. How interested are we in comparing student success for students bringing these types of credits in?
- Discussion:
    - COVID obliterated work study and it has not recovered. It is not worth the time.
    - Financial services can help pull the information for scholarships by category code.
    - Federal loans
    - SEOG
    - Military Credit

Room for Private Conversations (CS)

- A way to enhance and promote student and employee wellness opportunities.
- Use the room across from the cashier as a telehealth/private conversation space.
    - It can be booked by appointment.
- Ask Christy about the best way a student can book the room since they cannot access the EMS system.
- The room is used for cosmetology board testing during the year.
    - Block out the testing times for cosmetology.
- Rename the room.