DEAN'S CABINET MINUTES
THURSDAY, NOVEMBER 5, 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:
Note: Cabinet was canceled 10/29/26

KPI 1: AAFTE (Log in with UM Net ID)
- Annual Average Annual Enrollment FTE was 736 for AY 2526
  - Up 1.7% from last year. Still below the target of 3%. Positive trend.
  - The data is targeted to fiscal planning and performance funding.
  - FTE is based on 15 credits per semester. (Summer factored in)
  - Enrollment is pushing students to take more credits that serve them.
    - Gen Ed is adding additional courses to the summer semester and offering popular courses at night. Tutors are available and used at the LLH on Wednesday evenings.
    - Degree Works will show students their progression towards graduation.
  - Show the disaggregated data.
- Residency
  - HC makes very little on course share students.
  - WUE numbers are lower than previous academic years.
- Credit Load Distribution
  - The data shows how many students were enrolled in a certain number of credits.
    - The data is meaningful for divisions, enrollment, and financial aid.

Website Update
- There are two different guides for edits. One for a new page and one for existing pages.
- The page structure has been established, and it will be easier to add the content.
  - There are prompts to help the author write towards a certain audience. There is a checklist also.
- Abby will be working on the consolidation of the current pages into one/two pages.
- A content governance committee will be established.
  - Editorial workflow will be established
  - The goal is to provide strategic oversight. They will have the authority to approve and publish.
  - The committee will govern major changes, page retirement, and flagged content.
  - Membership – Ed Benasky, Abby Rausch, Sandra Bauman, Academics, Student Services, and Faculty.
    - Rotating between Stephanie and Robyn switching with Budget Council.

        - Sarah Dellwo or representative
        - Faculty Senate President or representative.
    - Meeting Cadence
        - Meet more frequently in the beginning, then a standing monthly committee.
        - It will begin meeting in November to check the page structure editing.
        - There will be training for the employees who are assigned pages.
- The Futura Font is not available and supported.
    - It may force Abby to update the brand kit.

Signage Update

- History Wall Taskforce meets on Friday, November 6, 2026.
    - The wall will be funded through the signage index.
    - The History wall will be located between the Welding and Deisel lab wall at APC.
        - Events will be the same, but the reference points will be unique.
        - Some of the artifacts will be different.
    - Using panels that are mounted on the wall instead of vinyl wrap.
    - The timeline is split into three eras. Early war time production, technical development, and HCs move to MUS.
        - The wall will be built over the Christmas break.
        - The Salon Sign has to be replaced soon.
        - The font needs to be addressed.

Inclusive Course Access (CS)

- Follett has been pushing inclusive course access. It is a fee based on the course. Most schools use it.
- Course access looks at a student's schedule. It eliminates the book voucher system for the student who opt in.
    - Students can opt out for certain classes.
        - Can a student opt out, then opt in if they change their mind?
    - Cost savings to the student.
    - The plan is to run it as a pilot next fall.
    - Students who are not using Financial Aid are offered a payment plan.
    - Printed books offered at a higher price can be offered as an eBook at a lower price.
        - Some of the students do not like an eBook or cannot use due to a disability.
    - If a student drops on day 15, the fee is dropped.
    - Next steps: Present to Budget Council, Faculty, and CCC.