



DEAN'S CABINET MINUTES
APRIL 21, 2025

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:

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| • <input checked="" type="checkbox"/> Sandra Bauman, Dean/CEO | • <input checked="" type="checkbox"/> Robyn Kiesling, Exec. Dir. Gen Ed & Trans |
| • <input checked="" type="checkbox"/> Kelley Turner, Operations | • <input checked="" type="checkbox"/> Sarah Dellwo, Exec. Dir. Enrollment |
| • <input type="checkbox"/> Stephanie Hunthausen, CTE & DE | • <input checked="" type="checkbox"/> Abigail Rausch, Director of Marketing ... |
| • <input checked="" type="checkbox"/> Valerie Curtin, Exec. Dir. Compliance/FA | • <input checked="" type="checkbox"/> Cari Schwen, Exec. Director of Fiscal Svc |
| • <input checked="" type="checkbox"/> Jessie Pate, Dir. IR/Effectiveness | • <input type="checkbox"/> Paige Payne, Executive Assistant |
| • <input checked="" type="checkbox"/> Mel Ewing, CIO | (recorder) |

Mastermind Discussion

- **Update on counselor visit to Airport Campus:**
 - Carroll College counselors will visit the Aviation program classes on Tuesday, April 22, at 7:30 a.m.
 - OCHE can send someone to meet with employees, if needed.
- **Measles update:**
 - 5 known cases in Montana.
- **Plan for "Practice" Institutional Assessment Day.**
- The document *Using a Measurement System* by Complete College America is in the Team files
- Read pages 8-12 and the Appendix in preparation.
- Read pages 12-24 for additional information.
 - Review the current KPIs and narrow them down to 6-10 key metrics.
 - Plan the budget cycle and how it aligns with data and assessment.
- **State of the College:**
 - Finalize agenda and speakers
 - Identify which topics/departments will provide a written update for the State of the College supplemental information. The due date is Friday, May 2, to paige.payne@helenacollege.edu
 - Faculty Senate, Staff Senate, ASHC, Professional Development, IDEA, Assessment, Budget Council, CCC, Safety, QWL/Wellness, Accessibility, Academics, and plans for the IT Steering Committee.

- **DRAFT State of the College Agenda (from our March conversation):**
 - Introductions:
 - On-boarding: Sevda Raghieb, Director of Nursing (SB)
 - Off-Boarding: Deb R, Jeri B, John H, Bill H. (SB, RK)
 - CARE Presentation (SD)
 - Budget Update (CS)
 - Update on Councils, Committees, and Shared Governance (SB)
 - Institutional Assessment Day/Planning Cycle Plans (SB, JP)
 - EOP & Safety (JG, KT)
 - Banner Update (ME)
 - Student Success Stories (AR)
 - QWL longevity and MH award - QWL Representative