

DEAN'S CABINET MINUTES

MARCH 10, 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:

- ☒ **Sandra Bauman**, Dean/CEO
- ☒ **Kelley Turner**, Exec. Director of Operations
- ☒ **Stephanie Hunthausen**, Exec. Dir. CTE & DE
- ☒ **Valerie Curtin**, Exec. Dir. Compliance/Fin. Aid
- ☒ **Jessie Pate**, Dir. IR/Effectiveness
- ☒ **Mel Ewing**, CIO
- ☒ **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
- ☒ **Sarah Dellwo**, Exec. Dir. Enrollment
- ☒ **Abigail Rausch**, Director of Marketing ...
- ☒ **Cari Schwen**, Exec. Director of Fiscal Services
- ☒ **Paige Payne**, Executive Assistant (recorder)

Mastermind Discussion:

CARE Updates:

- 2 cases reported.

New NAPR Process

- The Cabinet reviewed the proposed updated process.
- Goals:
 - General improvements to report contents and structure that will strengthen the reflection and continuous improvement aspect.
 - Add community engagement, SWOT analysis, and additional information about staffing.
 - Re-assign responsibility for program reviews to the Cabinet and ensure area Directors and area staff have an opportunity to contribute.
 - Align with and support institution-wide assessment practices currently under development.
 - Aid report writers in crafting thoughtful and feasible recommendations.
- Cabinet Discussion:
 - Review schedule:
 - Is three years too frequent for a review?
 - Is every four years better since Institutional Research takes a year off to re-evaluate?
 - What about a full review every 6 years, with a lighter update every three years, providing a choice every three years to do a full or partial update?
 - What is the format? WORD?
 - Balance the number of questions/prompts to answer.
 - What is your backup plan if you don't get funds, etc.?
 - Consider sitting down with all areas up for the year – including directors – to settle on timeline for the year.

- Consider inviting the Directors to join the Cabinet or the Budget Council for a discussion instead of a review of their plan which may seem like a punishment.
 - Increase the number of faculty on the review workgroup to three, Gen Ed, Tech, and Trades, and reduce the number of Directors to one.

Quality Work Life

- The group would like to dissolve. The Cabinet discussed forming a new group that absorbs QWL events and takes on the onboarding process for new employees.
 - Add new employees to the group for social connection.
 - QWL activities: Melanie Heinitz Award, Longevity Awards, Holiday Cheer, Ornament Exchange, etc.

Team Building Idea from the Professional Development (PD) Committee

- The PD Committee would like to offer an all-campus team-building exercise.
 - Two stations will be set up with different activities.
 - The event will be required.
 - Two different sessions will be scheduled to accommodate coverage.