

DEAN'S CABINET MINUTES

MARCH 17, 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:

Strategy Time: KPIs (JP)

- Reviewed the 150% transfer rate:
 - Transfer Success Rate – Students that have transferred to a four-year school in the MUS
 - Transfer GPA is the GPA at their transfer institution in the first semester.
 - Professional License & Certification Pass Rates –
 - Aviation results have become hard to acquire because they were taken off of the FAA website. Nationwide, only about half the students in the country actually test for a variety of reasons. Stephanie and the aviation faculty are looking at ways to promote this test-taking.
 - Currently IR is only gathering data on nursing students. It may be possible to add EMT, Cosmetology, and eventually OTA. Many of the trade programs have certificate exams, but the data has not been collected as they are not required.
 - Employment Rates – OCHE and the Equitable Value Transparency Dashboard provide employment rates and trends.

CARE Updates:

- Cases discussed.

Campus Updates:

- Friday is the appropriations committee at the Legislature and will give a much better idea of what the budget for Higher Ed will be. It will be a month before we know what our appropriation will be.
- The universal signage project will help to make our maps more accurate and the signs will have some modular pieces to help make them flexible. Discussed ways to keep the project going once started and not have an issue with the sourcing of the signs.

PMHC Daycare Survey (JP)

- Reviewed the data from the survey. We have some questions about how the survey was administered and who answered. Jessie will ask for more clarity on what information they want us to provide.

Institutional Assessment Cycle/Day (SB and JP)

- Recommendation 1 – Institutional level assessment cycle that includes resource allocation.
 - Would like to align it with the budget cycle. Jessie shared a nice chart for the cycle.
 - Cabinet would use the 3rd week in April to do an Institutional Assessment Day.
 - The chart below shows the variety of deadlines relevant to the cycle.

