

DEAN'S CABINET MINUTES
OCTOBER 13, 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:

Table 1: Cabinet Members

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

Mastermind Discussion:

SOC & CARE Update: Discussed

Handshake Discussion

- Are we going to keep up the service? Where will it be budgeted?
 - Paid out of H01030 in the past.
 - Usage – not utilized much. Not tapping into the capabilities offered. [06]
 - It hasn't been budgeted since 2023.
- Kathy checks it twice a day to approve or unapproved job posts.
- If HC does not use Handshake, how will HC post the jobs?
 - No options if it is taken away.
 - Academic and Career Support new position may be able to take it over.
 - Need faculty to buy-in.
- Determination: Use the next year to research a different platform and make a decision by March 1, 2026, to stop Handshake by June 2026 if needed.
 - Demo some of the other platforms, including Handshake. Ask Christy Stergar to research other platforms. Kris, Robyn, Sarah, Stephanie, Kathy M., and Dana P will be on the task force.
 - Check to see if Carroll College still uses it. Sandy will reach out to Lauri Rodriguez at CC.
 - Determine whether Handshake has the capability to match mentors and schedule appointments.
 - Kathy will reach out to Handshake to provide a demo.
 - Pay the outstanding invoice out of the cost share accounts.

Institutional Learning Outcomes Update Process

- Taskforce with representatives from committees.
 - Look at outcomes, other schools, accreditation requirements, and draft a version.

- In November, the task force will review resources and establish guiding principles and develop the first draft in December.
- Meet with faculty, students, staff, and directors to create the second draft.
- By April 2026, the final draft is endorsed by the Faculty Senate, ASHC, and CCC. Final approval by ASCR and the Cabinet.
- Implementation
 - Catalog, website, syllabi, etc.
- Faculty are responsible for teaching outcomes and holistic responsibilities in tandem with academic support groups.
 - Tie the outcomes to show support from campus groups.
- Identify the appropriate people. Advising, Gen Ed, Technical, CTE, Staff, student, and Jessie Pate.

Director of Aviation Maintenance Proposal (SH)

- **Rationale document:**

- Reviewed the reasons for the position.
 - Highest enrolled trade program.
 - Offered year-round.
 - Very regulated and inspected.
 - Draws out-of-state students.
- Propose to advertise in the winter to hire for 2026-2027.
 - Funding: Perkins' first year, then by July 2027, identify the funding through HC.
 - Teach, design hangar, facilitate move, run the space, etc.
 - Teach one course per semester.
 - \$70-80K/year

- **Hangar Rental:**

- Approval to rent out the hangar to store airplanes was given by UM.
- It will hold 6 airplanes. Money can be used for the program.
 - Fall of 2028 is moving in. Start remodel planning for Fall 2027.

- **New Position Planning**

- Invite Shawna Lyons to speak about the best path to add new positions to HCs base funding.

Salon TV Ad Filming – 10/28/25 (AR)

- The ads will be shown during football and the Winter Olympics.
 - The Salon will be featured. The filming will be on October 28, 2025.
 - Abby is looking for HC students and employees to fill in the spaces.

Requested Store Closures (CS)

- Monday, Oct. 20, 2025.
- Nov. 7 & 10, 2025 (November 11 is a holiday)
- Thanksgiving Week (low sales),
- Close 2 weeks for stocking and inventory from Dec. 22 to Jan 2, 2026. Books are available on Jan. 1, which is a holiday.
 - Closures are approved.
 - Provide signage to announce closures.
 - HTH will not be impacted.



Next Meeting:

- Archive Policy Draft by Kris Goss.
- Kelley, Robyn, and Sandy wrote an HC extra compensation policy. UM's policy does not meet HCs' extra compensation process.