

**DEAN'S CABINET MINUTES**  
**NOVEMBER 10, 2025**

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*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.*

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**CABINET MEMBERS:**

*Table 1: Cabinet Members*

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

**Mastermind Discussion:**

**Shauna Lyons, MUS Director of Budget and Planning, Guest Speaker 2:45 p.m.**

**Shauna Lyons PowerPoint Presentation Highlights**

- Allocation process from the Legislative process to HC.
  - Present Law Adjustment (PLA) Categories
    - Annualization of Pay Plan
    - Health insurance and other personnel costs
    - Higher Education specific increases. (Library, utilities, journals, IT maintenance, contracts, compliance/safety, and termination costs)
    - Statewide Agency Operating Increases
    - New space O & M costs.
  - Pay plan in HB13
    - Funding is HB2

**Pay Plan Allocation Process & Questions**

- MUS takes a snapshot in October and April to determine how many permanent employees are working from the current unrestricted.
- How do we plan for new employees and employees who are paid out of fee pots?
  - Include the new/planned position in the snapshot.
    - Provide documentation of the vacant/planned positions by April 1<sup>st</sup> of the first year in the biennium.
  - Move the fee pot salaried employees incrementally so they are included in the snapshots, where feasible.
  - The move should be scheduled overtime, not all at once.
- Tenure and promotion/merit increases are added in January. The information is due in April, and part of the allocation is under Health and other.

- Adjuncts do not count. Pooled positions do count. Shauna will check on Mel Ewing's status. HC is not getting credit for paying a portion of his salary. \*Update – Shauna has adjusted the formula to include adjunct positions.
- Does employee classification matter?
  - Yes, it does impact the calculation.
- It is better to change stipends and split the funding between the sources.
- *Takeaways:*
  - HC is not gaining all the pay plan increase it could.
  - Position management is going to become more strategic to capture pay plan gains.
    - Move the fee pot salaried employees incrementally so they are included in the snapshots.

### **BOR Instructional Targets**

- Instruction costs should comprise 50% of total expenditures
  - Helena College's instructional costs are 45%, which is very close to the target and fine.
- The BOR target is 70% for instruction plus academic support plus student services.
  - Helena College is at 75%
- Helena College's expenditure per student is 66% of the peer group median.

### **Montana 10**

- Helena College was denied OTO funding for the scholarship portion of MT10 and does not have the recommended Foundation funding support or a scholarship reserve.
  - Shauna will review the funding request.

### **Staffing Metrics**

- Student to faculty ratio:
  - HC is budgeted for 16 students to one instructor. Our peers have a 13:1 ratio.
- The personal services percentage share of the HC budget is 78%. HECA benchmark is 75%.

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### **UM AI Summitt**

- Looking for a team to attend the UM AI Summitt on Jan. 8 during ID days. An extra day was built into the schedule.
  - Some instructors may want to attend.
  - Add the topic to the next meeting to finish the discussion.

### **Star T Training**

- The General Education faculty attended Star T training in the fall. The next group may be on hold until next year because of a lack of Professional Development funding.
  - Robyn will still apply for funding for a spring event.

### **State of the College:**

- Breakfast potluck before the meeting at 8 a.m.
- State of the College on Dec. 16, from 9 a.m. to 10:30 a.m.
  - Institutional Innovation project implementation for OCHE. (SH, SD, SP, RK)
  - First Year Seminar. (RK, VM)
  - Faculty Onboarding Process FLC (AK)
  - Employee and Faculty Excellence Awards (TBD)
  - Budget Update (CS)
  - Upcoming Construction Projects. (KT)

- Website (ME & AR)
- Signage Updates (AR)
- Faculty Senate (SR)
- Staff Senate (SR)?
- Archive Project? (LLH/KG)

#### **Grant Funded ACUE (Association of College and University Educators) Courses (RK)**

- *Deliberate Dialogue* is a pedagogical approach that trains educators to facilitate structured, respectful conversations among students on complex or controversial topics.
  - The first-year faculty are currently enrolled in *Deliberate Dialogue*
- *Effective Online Teaching Practices* courses and certification are offered by the Association of College and University Educators (ACUE) to help college faculty master evidence-based online teaching practices. These programs teach educators how to create engaging, inclusive, and effective online learning environments by focusing on skills like promoting active learning, designing learner-centered courses, creating productive virtual environments, and fostering student inquiry.
- The *Effective Online Teaching Practices* course will be assigned to the faculty as part of HC's strategy to fulfill the MUS- funded mandate for institutional innovation project to improve on time graduation rates.
  - Graduation data shows that online students are lagging behind.
  - The data must be reported by 2027.