HELENA COLLEGE
UNIVERSITY OF MONTANA

DEAN'S CABINET MINUTES
NOVEMBER 17, 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

- ☐ **Sandra Bauman,** Dean/CEO
- ☒ **Kelley Turner,** Operations
- ☒ **Stephanie Hunthausen,** CTE & DE
- ☒ **Valerie Curtin,** Exec. Dir. Compliance/FA
- ☒ **Jessie Pate, Dir.** IR/Effectiveness
- ☒ **Mel Ewing,** CIO

- ☒ **Robyn Kiesling,** Exec. Dir. Gen Ed & Trans
- ☒ **Sarah Dellwo,** Exec. Dir. Enrollment
- ☒ **Abigail Rausch,** Director of Marketing …
- ☒ **Cari Schwen,** Exec. Director of Fiscal Svc
- ☒ **Paige Payne,** Executive Assistant (recorder)

Mastermind Discussion:

IAP: AY26 Annual Plan Initial Review

Key Observations
- Goal Distribution Imbalance: Effectiveness – 30, Stewardship – 25, Impact – 36, Equity – 15.
- Academics lean toward Impact and Effectiveness; non-academics toward Stewardship; committees and senates are balanced.

Challenges
- Equity goals are hard to write.
- Supervisors need more support and training for reviewing and writing goals.
- Unclear expected outcome from the data collected from the annual plans
- Long-term use of data is uncertain; peer evaluators prefer KPI alignment.

Positive Trends
- Goal quality improving year over year.
- Annual goal setting creates departmental cohesion.
- Plans are well-written.

Suggestions
- Ask authors to write goals in underrepresented areas if relevant.
- Review only new employees' annual plans instead of everyone's.
- Use AI to analyze goals for themes and trends.
- Stop evaluating goals for quality; track content instead.
- Communicate the annual plans benefits to campus and NWCCU expectations.

- Provide supervisor training for better review.

Next Steps
- Enter goals into AI for trend analysis.
- Provide supervisor training.
- Clarify purpose and long-term use of AP data.
- Consider linking goals to KPIs and strategic priorities.

Questions on Updates:
- Students cannot access their invoices in MyHC if they are using Google Chrome. They need to use Edge or a different browser.

Ellucian Experience Portal – Naming/Branding (ME)
- My HC on Self-Service 8 platform that is moving to Ellucian Experience soon. The proposed date is Jan. 8, 2026.
  - Enrollment would like to wait until spring semester's payment and registration is completed.
  - A better date is at the end of the first week of classes.
- Does HC want to rename it?
  - No – keep it the same to avoid confusion.

UM AI Summit Jan. 8, 2026
- A few of the faculty will attend the Summit and miss the team building portion of the ID Day event. The ID Days schedule will remain as planned.

Dec. 16 Schedule
- 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 Professional Excellence Award (TBD)
    - Faculty Excellence Awards (Mohrmann)
    - Budget Update (CS)
    - Upcoming Construction Projects. (KT)
    - Website (ME & AR)
    - Signage Updates (AR)
    - Faculty Senate (SR)
    - Staff Senate (SR)?
    - Archive Project (LLH/KG)
    - Institutional Learning Outcomes Process (JP)