

**DEAN'S CABINET MINUTES**  
**FEBRUARY 2, 2026**

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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 checked="" type="checkbox"/> <b>Sarah Dellwo</b> , Exec. Dir. Enrollment       |
| • <input checked="" 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:**

**CARE Updates:**

- Reviewed

**Handshake Decision (SB)**

- Decide whether to retain or release the product. The current subscription ends June 30, 2026. The yearly subscription is \$4000+.
  - Most of the employer inquiries are not local companies.
  - Very few students are signed up.
  - Dana and Kathy usually spend one hour per day approving jobs.
- Options:
  - One alternative is to add local job opportunities to the student newsletter, focusing on only Montana openings.
  - The other option is to keep Handshake for one more year, figure out how to use all of its features, determine who owns it, and explore adding another employee position who can share the load.
- **DECISION:** Keep Handshake for another year.
  - Next Steps:
    - Promote it to students through the newsletter,
    - Add information in the TV stream.
    - Post the Handshake link in the student portal.
    - Offer Handshake presentations at COLS.

### **Safety Tabletop Exercise**

- June 15 from 1 to 5 p.m. in place of the Cabinet meeting.

### **Desired Qualifications and Characteristics of next UM President (SB)**

- A demonstrated understanding of the role and value of 2-year education.
- Lower the barriers and exhibit willingness to work with Helena College.
  - Human Resources, Fiscal, Procurement, Banner, IT and other systems/units.
    - Decisions are made without considering the impact on the smaller campus.
    - Communicate changes ahead and allow HC to have input.
  - Academics: HC is an extension of UM.
    - Student transfer collaboration.
    - Pathways discussions.
    - Facilitate academic collaboration.
- Create a shared decision-making body and schedule quarterly meeting with different units.
  - Example: HC follows UMs Title IX Policy. HC is not informed if changes are made.
- Strengthen the “Better Together” philosophy and make it work.
- Communicate a clear current and future vision for UM.

### **OTA Faculty Hiring (RK)**

- The Cabinet reviewed the request.
- The full-time faculty would teach summer and fall starting in May 2027.
- Robyn requested a 6-month extension for the grant. If approved, the \$100K would pay the salary.
- If they cannot find a full-time Certified Occupational Therapy Assistant with a bachelor’s degree there are not a lot of options. Robyn has a plan if the hire is not successful.
- Preliminary accreditation status comes first. Full accreditation will be determined by August 2028.

### **New Position or Reclassification Forms Discussion**

- Add an overview to provide the background for the position.
- Look at why a supervisor has to complete the form without a UM position review.