DEAN'S CABINET MINUTES
FEBRUARY 9, 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

- ☒ **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:

DISCUSS STRATEGIC PLAN IM-2: Enrollment, Retention, and Completion

- Tracking Pathways:
    - We are tracking pathways. Almost 90% of general education students have chosen a pathway, higher if you include trades/technical students. This includes "completers," who are just finishing a general degree (maybe they should not be counted as being on a pathway).
    - Kudos to Enrollment Services for their work to get to this point. Advisors are really selling the value of pathways.
    - Accuracy in coding has improved, which is also helpful here, VA certification, program fees, etc. Hard to get the students to ensure their major codes are correct. The Assistant Registrar is doing this most of the time.
- Increase average annual full-time equivalent:
    - FTE out of 12 is only used in projecting tuition revenue. Focus on FTE out of 15.
        - "15 to finish" currently a priority of OCHE, may see increase in AAFTE for HC. It is less expensive per credit to go full time.
    - Some programs (nursing and cosmetology) have semesters where they don't need to take 15 credits.
    - Dual enrollment students come in with credits (with a purpose!), which means they will not always need to take 15 credits each semester
    - Anticipated to meet target in AY2526
- Retention Increase:
    - Decrease in retention is reflected even in MT10, where higher support is offered to students.
    - FAFSA confusion in AY2324
- Increase the number of degrees and certificates awarded:
    - Students are earning certificate of GS at the same time they earn AA and AS because it is not currently clear on the degree plan when they become eligible. Would like faculty/ASCR to set up pathways so they can earn their CGS after the first year (currently some pathways aren't set up for that)

AI Lunch and Learn Roadmap (ME)

- Mel would like the Cabinet to determine the end goal of the AI Lunch & Learn sessions.
  - He recommends the adoption of NIST which is an AI Risk Management Framework. The federal government has put a lot of effort into it, and it is a very good framework for managing the risk of AI.
- Classroom, trade school, faculty, and as an institution use:
  - What is our role to re-train the workforce as a lot of jobs is taken over by AI?
  - OCHE will provide some guidance:
    - Students learning impact due to AI.
    - Information and data shared out in AI.
    - Ethical discussions.
- IDEAS:
  - Create a security risk management policy for AI.
  - Encourage faculty to be on top of the AI trends to reflect the trends in the curriculum they adapt and adopt.
  - Provide basic training for every student.
    - Move to make it a requirement.
  - Incorporate AI in LLH seminars.
  - Add to institutional learning outcomes.
    - NWCCU has additional AI standards.

Review Comments from CCC on Policy 600.7

- The Cabinet discussed the comments and made edits to the document.

Review Vacancy in Fiscal Services (CS)

- The vacancy will not be reclassified.
  - Combine the education and experience qualifications.
  - Move forward and post the position.