

DEAN'S CABINET MINUTES
FEBRUARY 23, 2026

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

- **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)

Note: February 16 meeting canceled due to holiday.

Mastermind Discussion:

Discuss Fire Emergency Services (FES) Annual Plan Review

- The Cabinet discussed the FES annual plan.

Draft of Revised NWCCU Standards and Opportunities for Comment (JP)

- Takeaways:
 - If adopted, there will be large changes for IT and Facilities. In the past, they were lumped together. In the draft, they are split into their own sections, making the standards more specific.
 - The language concerning libraries has changed. The draft does not require an institution to have a certified librarian. There have been a lot of push back.
 - The requirement to benchmark targets vs. peer institutions has been removed.
 - There are two new standards for non-credit classes. The courses must be assessed for quality and effectiveness. (workforce training non-credit)
 - Dual enrollment must deliver quality instruction, quality, and rigor. It may not be in line with NACEPP standards and practice vs. Helena College practices.
 - The student identity verification process is vague and could be difficult.
 - The draft specifies that faculty are responsible for their curriculum. Start-up programs will not have faculty hired yet. How does it work?
- Upcoming dates:
 - The review in 2027 will focus on effectiveness and student learning.
 - The next 7-year evaluation is in 2029.

Review Policy 600.12

- Because the kitchen has to be inspected, the college has to have a food policy. The procedures need to be updated.
 - Serve safe certifications are needed for volunteers.
 - Some events are out of compliance.
 - The revised Facilities policy reflects the proper language.
 - Cari will review, edit, then Cabinet will review the draft.

Canva Discussion (AR)

- UM has Canva Pro for all students/employees. (\$50K)
 - Any options for HC through their subscription?
 - Is it better to stay on the current subscription?
- Pricing: HC is locked into a subscription level that does not exist any longer.
 - To add members to current will cost \$89 now and \$119 later.
 - Marketing covers the cost of the five users under the current subscription but is averse to using the marketing index to cover more users.
- Undecided. Abby will contact UM to get more information about tagging on to UMs subscription.