

DEAN'S CABINET MINUTES
APRIL 6, 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)

Mastermind Discussion:

Marketing, Communications, and Alumni Relations NAPRC Final Report

- Cabinet reviewed the report.
- Future goals:
 - Identify what works the best by using social media data. Currently the media blasts are reactive instead of proactive.
 - In the future, marketing will concentrate on the programs which have been prioritized on a calendar that is shared with the directors and faculty.
 - Future expectations for Alumni engagement are to identify students who will be alumni in the future.
 - Start with a small group of student stories and follow them as they move to a career.
 - Collect testimonies of successful alumni.
 - Getting alumni involved in professional development for their career.
 - Involve alumni as mentors for current students.
 - May need to hire someone earlier than specified in the report.

NWCCU Visit Preparation (JP)

- Reviewed the schedule and encouraged Cabinet to read the reports and appendix.

Website Updates & Questions (ME & AR)

- Brandish is a Canadian company. It will take one year to complete the project.
- What regulation frameworks outside accessibility rules and requirements need to be included in the conversation and implementation?
 - Financial Aid rules and accreditation regulations.
 - Consumer information from FA and accreditation checklist from NWCCU
 - Internal policy for record retention.
- Courseleaf and catalog integration discussion will be scheduled.

Narcan Policy Legal Review (KT)

- The last 400 policy in the sequence is 400.9. To follow the numbering sequence, consider renaming the Narcan as 400.10.
 - University of Montana (UM) Legal provided some initial thoughts on the policy. Some of the language is quite detailed for a university wide policy. Legal recommends to broadly reference what the training requires but not go into the particular details.

Update: Talent Recruiting INDEED (KT)

- *Indeed* will be used to advertise Helena College (HC) positions.
- The *Indeed* platform will be able to pull the information from NEO and provides a link so the applicant is sent to the HC landing page to apply, which is linked to NEO.
- There is a landing page on the UM website for Helena College.
- Investigated a different third part named *Job Elephant*.
 - Ala carte pricing. It was expensive to post a job.
 - Try *Job Elephant* as a pilot.

Staff Professional Learning Community (RK)

- A **Professional Learning Community (PLC)** is a collaborative, school-wide approach where educators work together in recurring cycles of collective inquiry and action research to achieve better results for the students they serve.
- Consider offering PLC to the staff possibly through Linked In Learning. It has been beneficial for the faculty.

HC Research Symposium AY 26-27 (RK)

- Research Day will shift to a three-day symposium next academic year.
- The first day is poster presentations, the second day is oral presentations, and the third day is project-oriented, and held at the Airport Campus
- Include external groups like Home Town Helena and offer a people's choice award.
- Virginia Reeves, Rick Henry, Kris Goss, are on the committee and they need a trades representative.

Gardner Institute Nd NWCCU strategic Prioritization for Student Success:

- Consider using the platform to plan for next year's strategic plan.

Costco (CS)

- New policy on Business memberships. Only two cards per business membership. Additional two cards for \$65.
 - Paige has a card and Cari's card will be transferred to Kylie Carr.
 - Recommendation: Sign up for two more cards and add Kathy Mortimore and Tyler Fife.

Canva

- Marketing, LLH, Admissions, Financial Aid, and Dual Enrollment are on her membership that is no longer available at \$114 per year. Now, if you add one person it costs \$115 per user going forward up to 24 users.
 - Christy Stergar and Amy Kong would like to be added.
- UM has a subscription, but none of Helena College's marketing logos are uploaded.
- Abby would like to be able to control the designs, content, and logos. She will reach out to UM one more time to ask if HC can use their subscription. If not, she will come up with a funding plan.