

DEAN'S CABINET MINUTES
APRIL 27, 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:

IAP Follow-up

- What went well:
 - It was beneficial to have the quarterly IT, operations, ubdget updates, and dashboards throughout the year for comparison and to evaluate progress.
- Next Steps:
 - Additional data other than the 6 KPIs? Leading indicators or aspects and tracking KPIs throughout the year. Look for trends, more detailed discussions. Continue quarterly updates.
 - Take time to check on effectiveness throughout the year.
 - Strategic goal discussion should be replaced by the five priorities in the discussion and KPI connections.
 - Question: Do the program reviews need to be included in the institutional assessment?
 - Re-cap the PR comparing for trends and common problems. The timeline has to change.
 - Add the annual update on goals in the revised annual plan template.
 - Split initial IAP to two 4-hour morning sessions
 - Schedule a 2-hour in December and January to check in.

Website Updates & Questions (ME & AR)

- Transitioning to Abby, Ed, and vendor.

Perkins Requests and Data from OCHE (SH)

- Post secondary CTE placement category: Students who stay enrolled, join the military, peace corps, or become employed.
 - The state average is 76.5%. HC scored 80.4% Last year HC was below the state goal.
- Earned Recognized Credential
 - HC has the highest number of credentials comparatively to other programs in the state.

- Non-Traditional Program Concentrator measure non-traditional students in CTE programs.
 - Example: Men in nursing and accounting or women in welding.
 - HC scored lower this year, probably due to the increase of cosmetology students who are predominantly women.
 - Need to strategic plan to increase numbers.
 - Add barbering program which is in the plans.
 - Report increased numbers of men in LPH and RN ranks this year.
- Perkins requests on Excel spreadsheet. \$136K
 - Director of Aviation Maintenance
 - OTA Equipment
 - OTA PD – can be funded by the PD index
 - Barbering Equipment for a program start-up. The curriculum will be developed this fall and started in AY28. Two new hires have barbering licenses. The program will offer an Associate degree plus a certificate.
 - Nursing Equipment – sterile technique simulator. Purchase through the academic fee pot.
 - Diesel NC3 PD. Bulk of the cost is a conference and a trainer equipment. Split out 67K trainer to equipment fee pot.
 - Identify if it is subscription based. If so, the cost will increase.
 - Use the PD index for the certifications. Jody needs to get the certifications and Derrick will get new ones.
 - Add the cost of a consultant that was used in previous years.
 - Stephanie will make edits, additions and represent at the next meeting.

Request to rehire AP (CS)

- Job description has changed due to changes to procurement.
- Send comments to Cari Schwen by Wednesday.

Request to hire Executive Director of IT (SB)

- Discussed position.

Policy 600.15: Final 5-day campus review clean, no edits. Ready for signature.