

DEAN'S CABINET MINUTES
TUESDAY, JUNE 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
- **Vacant**, Exec. Director of IT & Banner
- **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:

This will be a virtual meeting with Brandish.

Guests: Christy Stergar and Ed Benasky

Brandish Guests: Danny & Harmeet

The Cabinet discussed the following questions:

Content and Governance Session:

- **Permissions & Ownership:** Who owns each part of the site, and who is allowed to change it?
 - Name one area of the site you would put your name on as the owner.
 - Name one area where, if it went out of date tomorrow, you're not sure whose job it would be to fix it?
 - A content area's owner leaves the college. What should happen to that area in the first week, and who makes sure it doesn't go stale?
 - Faculty and staff are already asking for editing access. Should they edit pages directly and publish, or submit work that someone approves before it goes live?
 - Create a process for permission to add a new one-offs and special project page. Who makes the decision and who is the owner?
- **Editorial Workflow:** How does content get reviewed and approved before it goes live, and when does it retire?
 - Before a page goes live, who must sign off: the content owner, a brand/voice editor, both?
 - Be honest about how many approvals a page can carry before the process becomes the new bottleneck.
 - Would a peer review, a colleague at your level reading your page before it publishes, catch problems worth the extra step, or mostly slow things down? When is it worth it, and when is it overkill?
 - Every page gets a review or retires date. Who should have the authority to archive or delete a page, including someone else, and what stops 'never delete anything' from happening again?
- **Restricted content, speed vs. voice, and review cadence by area.**
 - Some content currently public probably shouldn't be. Who decides what gets restricted and where does gated content live?



- When a time-sensitive update needs to go out today, does it still go through editing first? What gets to skip the line?
- How often does your area's content actually need a real review: monthly, each term, annually? Pick a number you would consider?