

Executive Team Meeting Notes
July 14, 2021 | 9:30 am - 12:00 pm | G2

Purpose Statement: *The Executive Team will meet and create a supportive environment in which to exchange information, solve problems, coordinate efforts, and create improvements that will benefit the college.*

Members:

Dr. Stephanie Erdmann, CEO/Dean	Ms. Carmen Roberts, Executive Director of Operations
Dr. Leanne Frost, Executive Director of Instruction	Mr. Scott Thompson, Director of Communications & Marketing
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer	Ms. Stacy Lowry, Executive Assistant to the CEO/Dean

Guests:

Ms. Jeri Pullum, Ms. Shannon Marr

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1. Marketing Themes (15 min)	Presenter: <i>Ms. Marr</i>	ET Lead: <i>Mr. Thompson</i>
<p>Outcome: Informing ET and getting feedback</p> <p>Thoughts on themes? Find Your Advantage—capitalizing on 8-week advantage since this is what we are doing. Find Your Advantage--4 main areas—affordability, flexibility, personalized, transferability. Need the go-ahead to start the design work. Have not received student feedback, but will reach out to student government.</p> <p>Next steps—talk to students. Compare to private schools. Move forward with marketing theme. Recruitment and marketing written plan is still in the works. Timing of advertising is planned out. Working these concepts into regular communication plans. Full circle so we are uniform in letterhead, signature lines, etc.</p>		
2. NWCCU (15 min)	Presenter: <i>Ms. Pullum</i>	ET Lead:
<p>Outcome 1: How do we want to communicate the response to the rest of campus</p> <p>Will be posting to the website. Let everyone know when it is up on the website.</p> <p>Outcome 2: Plan to address the “Needs Improvement” areas.</p> <p>Strategy for needs improvement: disaggregated student data. 8-week advantage needs to look at all different groups. Need a schedule for regular review of policies and procedures. Carmen is happy to tackle this. Carmen will think of framework to see how we can work through this. Have to have a plan how we are going forward. Faculty and Staff Senate review and then to whole campus for review after ET looks at. Carmen will create a procedure and then ET will create a schedule.</p> <p>Cybersecurity with student records. Carmen will check with Dave about a cybersecurity plan. Carmen is working with Bozeman, they do monthly cybersecurity trainings. Student services does train on FERPA and what emails should not be opened. Training for faculty, staff, and students. Embed it with orientation.</p>		

Agenda

**Denotes additional documentation in Box*

1. Contact information (5 min)	Presenter: <i>Ms. Bonilla</i>	ET Lead: <i>Ms. Bonilla</i>
<p>Outcome: Update and share contact info. ET share phone numbers and home emails with each other. Stacy—collect all contact info and share.</p>		
2. Outlook Calendars (training on July 22) (10 min)	Presenter: <i>Dr. Erdmann</i>	ET Lead: <i>Dr. Erdmann</i>
<p>Outcome: Determine with whom to share your Outlook calendars</p> <p>Share outlook calendars with ET. Prefer to use Teams for meetings and chats.</p>		
3. Requesting Time Off (10 min)	Presenter: <i>Dr. Erdmann</i>	ET Lead: <i>Dr. Erdmann</i>
<p>Outcome: Feedback and approval for time off request process</p> <p>Leave request is no longer required. Send Dr. Erdmann/Stacy an email, put on her calendar.</p>		

4. CEO/Dean Job Description (10 min)	Presenter: Dr. Erdmann	ET Lead: Dr. Erdmann
<p>Outcome: Informational only</p> <p>Questions comments concerns on job description? Discussed CEO/CAO and what other campuses have done with this role.</p>		
5. Strategic Plan Wrap-Up (30 min)	Presenter: Dr. Erdmann	ET Lead: Dr. Erdmann
<p>Tabled for a future ET meeting</p> <p>Outcome 1: Determine what “wrap-up” entails for each goal.</p> <p>Outcome 2: Identify individuals responsible to “wrap-up” each goal</p> <p>Outcome 3: Determine due-date for final reports</p> <p>Outcome 4: Determine communication strategy to share progress made on the strategic plan</p>		
6. Social Media Approval Process (10 min)	Presenter: Dr. Frost	ET Lead: Dr. Frost
<p>Outcome: Determine if we need to have an approval process before items are posted to GFC MSU-related social media accounts</p> <p>Discussed process for Social Media. Scott will talk to Donna and Tracey (Helena College) to see what they do. Training may be something we want to do so consistent messaging is across campus. Have a photo release for incoming students. Scott should know about social media accounts that are being created in relation to GFC and should at least be Co-Administrator. Scott can go to directors about students in programs regarding photo release. Can we build photo release into the dual enrollment process application?</p>		
7. Articulation Updates (5 min)	Presenter: Dr. Frost	ET Lead: Dr. Frost
<p>Outcome: Inform ET of pending and approved articulation agreements</p> <p>MSUN Education approved.</p> <p>Working on articulation agreements with UP, Park University, MT Tech, MSU, and MSUB.</p>		
8. Welcome Back/Convocation Event for Faculty and Staff (20 min)	Presenter: Dr. Frost	ET Lead: Dr. Frost
<p>Outcome: Determine format for an academic year kick-off event</p> <p>Muffins and coffee for faculty in assessment meeting. August 16th. Employee event budget.</p> <p>Have welcome back for campus before Dental Clinic Ribbon Cutting.</p> <p>Friday-early afternoon, Sept 17—combine with BBQ. General distributing. Eric Bliss.</p> <p>Leanne and Toni will call Deb at Embark to see if she will sponsor the faculty breakfast again. Update 7.16.21--Deb will be happy to sponsor and Toni will make the arrangements.</p>		
9. Dental Clinic Ribbon Cutting/Dr. Erdmann Welcome/College Open House (10 min)	Presenter: Dr. Frost	ET Lead: Dr. Frost
<p>Outcome: Start planning the fall event</p> <p>Sept 24- ribbon cutting. Construction will try to have locker room and classroom done.</p>		
10. Board of Regent Meeting Attendance (5 min)	Presenter: Dr. Erdmann	ET Lead: Dr. Erdmann
<p>Outcome: Discussion and decision</p> <p>Only need to attend BOR if you have something to present.</p>		