

## Executive Team Meeting Notes

**November 8, 2021 | 1:30 pm – 5:00 pm | G10**

**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

Dr. Leanne Frost, Executive Director of Instruction

Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer

Ms. Carmen Roberts, Executive Director of Operations

Mr. Scott Thompson, Director of Communications & Marketing

Dr. Eleazar Ortega, Institutional Researcher & Data Analyst

Ms. Stacy Lowry, Executive Assistant to the CEO/Dean

**Guests:** Jeri Pullum

Guests			
Time	Topic	Responsible	Outcome
20 min	Accreditation Questions	Ms. Pullum	Solicit questions and suggestions for additional information to include
Standing Items			
Time	Topic	Responsible	Outcome
5 min	Policy Review	Ms. Roberts	Update on policy review process
5 min	ET minutes from 10.21.2021	Ms. Lowry	Review and approve minutes
Agenda			
Time	Topic	Responsible	Outcome
20 min	Review Student Barriers Feedback	All	Create themes
30 min	Executive Team Goals	Dr. Erdmann	Determine goals
20 min	NACUBO strategic financial practices grant	Ms. Roberts	Decide whether or not to apply for this opportunity
20 min	Campus TV Channel	Mr. Thompson/Dr. Erdmann	Discuss whether or not a campus tv channel would be beneficial for us
10 min	Holiday Luncheon	Dr. Erdmann	Discuss date and other details
10 min	Memo from Commissioner Christian	Dr. Erdmann	Discuss how to proceed
10 min	Scholarships	Ms. Lowry/Dr. Erdmann	Discuss and determine process/responsible area
30 min	CAAAC: 8-Week Advantage Assessment and Communication Plan	Dr. Ortega	Review and provide feedback
10 min	Fall 2021 Applicants: Where did they enroll?	Dr. Ortega	Informational
5 min	CFO/BO Meeting Update	Ms. Roberts	Informational

Notes		
Topic	Discussion	Action
Accreditation Questions	Went over accreditation report for any missing indicators.	Dr. Erdmann will give Jeri an outline to include in the standards. Eleazar will check with Larry before changing anything in the Academic Program Review section. Add another bullet point to Administrative Program Review for success and strengths. Jeri will insert flowchart and use links to go directly to our website. She will

		also include BOR budget presentation.
Policy Review	Carmen updated us on policy review.	Faculty Senate will vote on Friday. Carmen will post on website for comments from campus.
ET minutes from 10.21.2021		All approve. Stacy will post to website.
Review Student Barriers Feedback	Discussed feedback we received regarding student barriers and how we can include solutions in our strategic plan.	Next steps-increase support and engagement and tie in with Diversity, Equity, and Inclusion
Executive Team Goals	Went over deadlines for written plans.	Revisit communication plan in August when faculty come back. Leanne makes motion to approve, Carmen 2nds. All in favor-yes.
NACUBO strategic financial practices grant	Discussed an opportunity for Carmen to receive professional development via scholarship.	Stacy makes a motion to approve, Mary Kay seconds. All in favor-yes. Carmen will apply for scholarship.
Campus TV Channel		Leanne makes motion to decline this proposal, Carmen seconds. All in favor of not going forward-approved.
Holiday Luncheon	Discussed a date and activity for luncheon.	Holiday luncheon will be held on Dec. 17. Executive Team will acquire a tree to put up in the Administrative Suites. GFC will adopt Sunnyside Elementary and collect gifts for their students and staff. Mary Kay will call Brian at Sunnyside for student/staff needs. Dr. Erdmann will contact Malmstrom to invite airmen.
Memo from Commissioner Christian	Discussed memo Commissioner Christian sent out regarding President Biden's Executive Order "Ensuring Adequate COVID Safety Protocols for Federal Contractors"	Does not apply to our campus as we do not have federal contracts or use federal money.
Scholarships	Discussion on Stacy handling scholarships and/or scholarship thank you letters or should it be Financial Aid.	Stacy will handle the special scholarships; Financial Aid will take care of the other scholarships. Mary Kay will talk to Leah regarding sending the thank you letters to donors.
CAAAC: 8-Week Advantage Assessment and Communication Plan	Discussed what college wants to review, track, and assess for 8-week advantage. Also, discussed communication plan regarding changes.	Eleazar will make some changes to the assessment and will speak with Troy regarding math prereqs.
Fall 2021 Applicants: Where did they enroll?	Eleazar shared her presentation of Fall 2021 MUS applicants at Joint Directors 11.10.2021. Data based on the one MSU application. 54% of applicants enrolled at Great Falls College for Fall 2021. 82% of	None at this time.

	applicants that did not enroll at GFC enrolled at a 4-year MT school. We have more dual credit students than in Fall 2020. A drop in FTE by 3.8%.	
CFO/BO Meeting Update	Discussed upcoming systemwide policy changes	None at this time.