

Executive Team Meeting Notes
August 24, 2021 | 2:30 pm -5:00 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
 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:

Guests			
Time	Topic	Responsible	Outcome
Standing Items			
Time	Topic	Responsible	Outcome
30 min	Perceived Student Barriers	Dr. Erdmann	Determine approach
5 min	Dental Ribbon Cutting Ceremony	Ms. Lowry	Update

Agenda			
Time	Topic	Responsible	Outcome
15 minutes	Vaccine Incentives	Ms. Bonilla	Determine incentives using proposals from Joshua
20 minutes	Increasing enrollments for 2 nd 8-week block	Mr. Thompson	Discussion-how can we increase Block B enrollment
20 minutes	Fine-tuning the Organizational Chart	Dr. Erdmann	Feedback and discussion
15 minutes	Policy 300.5 and 300.6 Update	Ms. Lowry	Feedback and discussion
15 minutes	Development Board Update	Dr. Erdmann	Update and discussion

Notes		
Topic	Discussion	Action
Perceived Student Barriers	Discussed what some student barriers might be. Need to identify barriers and resources. Discussed placements, co-reqs, and multiple measures.	Keep a running list of barriers that we are hearing. Bring ideas to ET in order to have a running list. Stacy will invite Scott to AALT meetings. Dr. Erdmann will have a discussion of barriers at the CPBAC meeting Sept. 3. Work on barriers within your committees and bring back to ET.
Dental Ribbon Cutting Ceremony	Discussed invites, picked one to send out. Decided on white frosting for the cookies and put a GFC sticker on it.	Denise to mail invites by Friday or Monday. Carmen will follow up with Steve regarding the water bottles.
Vaccine Incentives	Discussed incentive options. Mary Kay has some suggestions for Joshua. Spread out through	Mary Kay will provide suggestions. Will put incentives on D2L, app, etc.

	<p>semester instead of 1st 8 weeks. Incentives can be funded by COVID money. Town Pump gift cards can go to all students and can do a tuition waiver for tuition, but not fees. Think of Spring booster incentives too.</p>	
Increasing enrollments for 2 nd 8-week block	<p>Discussed ways to increase enrollment for 2nd 8-week block. Promote externally—on Facebook, a message that it is not too late to start—enroll in Block B.</p>	<p>Scott will talk to advisors, Jessica, and Laramie to get some ideas. Look at students with < 12 credits. Leanne will give list of Block B classes to Scott with seats.</p>
Fine-tuning the Organizational Chart	<p>Discussed organization chart and timeline.</p>	<p>Mary Kay will make sure titles are correct. Mary Kay will look at other org charts to find best way to structure. Can Dr. Erdmann hand this to HR to fine tune and finalize? Dr. Erdmann will present info to President Cruzado. Mary Kay will put it in place once it is approved.</p>
Policy 300.5 and 300.6 Update	<p>Discussed changes to the two policies.</p>	<p>ET will look at revisions and let Stacy know any updates to revisions by 8.27. Carmen asks for ranking on policies by Sept 3. Rank can be 1, 2, 3. Will work with Stacy.</p>
Development Board Update	<p>Discussed Development Board and future plans. Next meeting is Sept. 21. Opportunities for new discussions. Create some ideas to increase awareness of Great Falls College in the community. In the past, Division Directors rotated through. ET will present when needed, but don't need to be on the board.</p>	<p>Dr. Erdmann will ask Denise for a list of what the Development Board has done in the past.</p> <p>Introduce ET to board.</p> <p>Like to see:</p> <ul style="list-style-type: none"> • Increasing awareness • Establish alumni community • Solidifying student funds