

**Executive Team Meeting Notes**  
**September 20, 2021 | 9:00 am – 12:00 pm | Teams**

**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	Dr. Eleazar Ortega, Institutional Researcher & Data Analyst
	Ms. Stacy Lowry, Executive Assistant to the CEO/Dean

**Guests:** Ms. Jeri Pullum, Ms. Meier

**Guests**

Time	Topic	Responsible	Outcome
20 min	Accreditation Standard 1.B.4	Ms. Pullum	Revise the draft language
20 min	Revamping the American Indian Scholars program	Ms. Meier	Discuss removing current parameters and increasing monetary award.

**Standing Items**

Time	Topic	Responsible	Outcome
5 min	Policy Review	Ms. Roberts	Update on policy review process
10 min	Approve ET minutes from previous meeting	Ms. Lowry	Review and approve minutes before posting to web

**Agenda**

Time	Topic	Responsible	Outcome
15 min	Dental Clinic Vaccination requirement	Ms. Bonilla	Decide whether we require students in the clinic to be vaccinated
20 min	Organizational review scenarios	Ms. Bonilla	Review scenarios for decision at a later date
5 min	Drop for no-pay update	Ms. Bonilla	Informational
5 min	Education open house MSUN & possible GFPS job fair Oct. 12	Dr. Frost	Informational
2 min	Update on Substance Abuse & Addictions AA; Business RTP	Dr. Frost	Informational
15 min	8-Week Data Collection & Dissemination	Dr. Frost	Discussion with possible ideas of ways to improve
5 min	Great Falls Public School Career Fair	Dr. Frost	Informational
5 min	Articulation Updates – MT Tech, MSUB Nursing	Dr. Frost	Informational
10 min	Applicant and Enrollment data from OCHE	Dr. Ortega	Informational
15 min	Strategic Plan 2016-2022 Final Report	Dr. Ortega	Review report
10 min	Performance Based Funding FY23 Estimates	Dr. Ortega	Informational
15 min	Faculty Senate questions regarding 8-Week Advantage	Dr. Ortega	Discussion on how to respond

**Notes**

Topic	Discussion	Action
Accreditation Standard 1.B.4	Discussion on review process, using the data sources, and documenting the information. Should have an	Synthesize annual report. CPBAC or ET figures out how to process report.

	annual report at the end of each academic year. We are somewhere in the middle—have a review, but not a discussion.	Any reports showing what the institution did, please send to Jeri, she will draft something and bring back to us. Need to better document how the institution is doing as a whole.
Revamping the American Indian Scholars program	ET discussed ways to revamp this program and increase participation. Discussed revising parameters and think of ways to use COVID funds to provide technical support.	Would like to see a comprehensive plan put together. Eleazar can pull the data and see the success of students receiving the waiver. Dr. Erdmann would like to see more information that is statistically relevant and their successes. Approve to have Kathy move forward? Leanne makes motion to revising and establishing a more complete process. Mary Kay seconds. All in favor-unanimous yes.
Policy Review	Discussed the following policies: 405.1 Accidents 504.1 Fundraising and gifts 604.1 Naming of Campus Spaces	No comments or concerns regarding the policies. Motion to approve these policies as written-Dr. Erdmann makes motion. Leanne seconds. All in favor—unanimous yes. Will go out on website and have a 2-week review period. Carmen will loop Jana and Laramie in.
Approve ET minutes from previous meeting	ET minutes will be reviewed every ET meeting.	Stacy will clean up once comments are received. Send to ET again before posting to web. Stacy will send a message campus wide when minutes are posted so people can review.
Dental Clinic Vaccination requirement	ET discussed if an anonymous survey could be done on the first-year dental students regarding vaccination status. Patients are requesting only students who are vaccinated to work on them.	A survey is not needed. Students will be told if they are not vaccinated they may not be able to see high-risk patients. Let Julie know so patients can be distributed accordingly.
Organizational review scenarios	Ongoing discussion regarding job openings. Need to figure out the best solution to fill 3 positions.	Hold on this discussion. We do want to see something with the Social Media Marketing hire. All in favor of moving forward with Admin in Admin Suite.
Drop for no-pay update	Discussed new process on drop for no-pay. Move forward with letting students know their bills are due 2-weeks out. Drop for no-pay won't happen until first day of class.	
Education open house MSUN & possible GFPS job fair Oct. 12	OCT 12--MSUN will be here to have an open house 4:30-5:30 pm. GFPS	

	will be here to do a career fair earlier in the day as they have a lot of job openings.	
Update on Substance Abuse & Addictions AA; Business RTP	Pushed back dates in order to give faculty more time to get curriculum information done	
8-Week Data Collection & Dissemination	Discussed 8-week advantage--how to close the loop and evaluate data.	CAAAC pulls data from metrics in already in place. ET will guide CAAAC on what data should be collected and way. Timeframe of one month to finish.
Articulation Updates – MT Tech, MSUB Nursing	Waiting to hear back from MT Tech regarding our articulation with them.	
Applicant & Enrollment data from OCHE	Down 10.2% from last year, but still waiting on concurrent dual enrollment courses. With the One MSU application, we received a lot more applications this year.	
Strategic Plan 2016-2022 Final Report	Review on own and discuss at next ET meeting.	Eleazar will add report to Teams.
Performance Based Funding FY23 Estimates	ET reviewed report. Remedial WRIT no longer exists. OCHE is aware and is working on new data to reflect change--will look at WRIT 101P to get more accurate data.	Eleazar will add file to Teams.
Faculty Senate questions regarding 8-Week Advantage	ET discussed how to respond to the questions from Faculty Senate.	Dr. Erdmann will address these questions as the new Dean and discuss further with the Faculty Senate Chair. CAAAC will review and put together a communication plan and strategy. CAAAC will hang on to the questions so they can reference them when gathering information.