

Executive Council Meeting Notes
July 14, 2022 | 2:00 pm – 4:00 pm | G10


Purpose Statement: *Executive Council 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

Agenda

Time	Topic	Responsible	Outcome
5 min	EC minutes from 7.7.2022  Executive%20Team%20Notes_7.7.2022.1	Ms. Lowry	Review and approve
5 min	Great Falls College Biennial Review	Ms. Bonilla	Close the loop and provide documentation of completion
15 min	Discuss Admin Support for Two Divisions	Dr. Frost	Revise Health Science Admin posting
20 min	Special Populations Case Manager Position	Dr. Frost	Revise Perkins proposal
15 min	Goal-setting and operational plan questions	Dr. Frost	Discuss if any actions need to be made

Notes

Topic	Discussion	Action
EC minutes from 7.7.2022	Ms. Roberts makes motion to approve. Dr. Frost seconds. Ms. Bonilla abstains. All others in favor.	Ms. Lowry will post to website.
Great Falls College Biennial Review	Ms. Bonilla finished the Biennial Review and it can be found here .	Ms. Bonilla will send Ms. Lowry the link to report.
Discuss Admin Support for Two Divisions	Discussed having one admin for both General Studies and Health Sciences Divisions. Will continue as is for now with one. Will look at reposting again mid-September.	Ms. Lowry will put refer a friend on the next ET agenda.
Special Populations Case Manager Position	Discussed wrapping this Perkins funded position into a current position on campus. Discussed moving ASC under another employee on campus to create a student success location. Ms. Bonilla makes motion to approve. Ms. Roberts seconds. Discussed other Perkins approved positions and current employees who may be able to take on those duties.	Dr. Frost and Ms. Bonilla will connect with staff respectively.
Goal-setting and operational plan questions	Discussed questions that came from the Dream team meeting. One concern is having uniform language across campus. Discussed	Mr. Thompson will reach out to Shaila, from My House of Design, to design a visual to post around campus.

	<p>having the language match visuals and placing visuals out across campus so they can be seen and branded.</p> <p>Discussed definition of a unit and how it is different from a department.</p> <p>Discussed length and time of goal completion. There are no prescribed timelines; it is up to the unit and what the unit needs.</p> <p>If units have the same goal, they should work together. StAR will review the goals once they are submitted to check for duplicates.</p> <p>They will also connect people who seem to be working on similar goals so they can collaborate.</p>	<p>Dr. Erdmann will introduce definition of unit at convocation.</p> <p>Dr. Frost will connect with Dr. Ortega regarding this discussion.</p>
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