

Executive Council Meeting Notes
July 7, 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	ET minutes from 6.6.2022	Ms. Lowry	Review and approve
5 min	Building Hours/Calendar	Ms. Roberts	Finalize building calendar for FY23
5 min	Building Usage—Judge Forum	Ms. Roberts	Decide if judges forum ok on campus
10 min	Vet Tech remodel—1 st look	Ms. Roberts	Approval to move forward with costing out draft plan
10 min	Stuff the Bus	Dr. Frost	Decision to participate
5 min	Great Falls College Biennial Review	Ms. Bonilla	Close the loop and provide documentation of completion
15 min	College Council Planning	Dr. Erdmann	Feedback on agenda template and annual agenda topics
10 min	Great Falls College Committees	Dr. Erdmann	Create small team to address next steps
20 min	Governance Charts	Dr. Erdmann	Feedback on draft governance charts

Notes

Topic	Discussion	Action
ET minutes from 6.6.2022	Ms. Roberts makes motion to approve. Mr. Thompson seconds. All are in favor.	Ms. Lowry will post minutes on web.
Building Hours/Calendar	Discussed building schedule for 2022-2023 with parts of building being open on Sunday from noon to 4 with library staff.	Dr. Frost will let Dr. Wright know we are moving forward so Ben Truman can adjust his schedule. Ms. Roberts will send out building schedule to campus.
Building Usage—Judge Forum	Discussed having the District Court Judges forum here--sponsored by the Chamber.	All are in favor to hold the forum on campus.
Vet Tech remodel—1 st look	Discussed initial vet tech remodel and costs. Also discussed the need for multiple drains and sinks.	Ms. Roberts will connect with Nelson Architects and have them cost out the remodel/construction plan.
Stuff the Bus	Discussed having the barrels outside the bookstore to collect	Dr. Frost will get a small committee together to get the campaign going and get barrels

	items. Also discussed how we want to run the campaign this year.	outside the bookstore for Stuff the Bus.
Great Falls College Biennial Review	TABLE	Ms. Lowry will add this item to the next agenda.
College Council Planning	Discussed agenda for upcoming college council meetings. Also discussed topic schedule.	None at this time.
Great Falls College Committees	Reviewed next steps—discussed best way to follow through with committees. Suggestion was made to get a small group together to work on next steps of college committees. Reviewed EC goals and decided to keep same goals from last year.	Dr. Erdmann will ask Ashlynn Maczko and Dan Flannery to help with committee work. Wayne Breau and Dr. Ortega will also be looped in.
Governance Charts	Discussed governance chart Dr. Erdmann drafted. EC made some suggestions for revisions.	Dr. Erdmann will make the revisions we discussed.