

Executive Team Meeting Notes
January 31, 2022 | 1:30 pm – 4:00 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: Mr. Joshua Archey

Guests			
Time	Topic	Responsible	Outcome
5 min	NASPA Culture of Respect	Mr. Archey	Informational

Standing Items			
Time	Topic	Responsible	Outcome
5 min	Policy Review	Ms. Roberts	Update on policy review process
5 min	ET minutes from 1.24.2022	Ms. Lowry	Review and approve minutes

Agenda			
Time	Topic	Responsible	Outcome
10 min	Hiring approval for Business/Computer Applications Faculty	Dr. Frost	Approval
10 min	Supplemental COVID funds	Ms. Roberts	Decision on applying for additional SARPA funds
20 min	Perkins Planning	Dr. Erdmann	Brainstorm ideas for consideration
20 min	2 nd Chance Pell	Dr. Erdmann	Update on project
10 min	Accreditation Site Visit	Dr. Erdmann	Update on progress
45 min	Great Falls College Committees	Dr. Erdmann	Review and approve committee overview template
30 min	Strategic Plan Next steps	Dr. Erdmann	Brainstorm metric ideas and affiliated goals
15 min	Front Admin person	All	Continue discussion of rehiring this position
15 min	Vision and Values statements	Dr. Ortega	Post on website or edit

Notes		
Topic	Discussion	Action
NASPA Culture of Respect	Mr. Archey presented the NASPA Culture of Respect initiative. The goal of this initiative is to end sexual violence on campuses by expansive organizational change.	Mr. Archey and Ms. Roberts will look at policies and procedures to ensure campus is creating a culture of respect. Mr. Archey will work with Mr. Thompson to get communication out to campus. This will include a page on website with information and updates.
Policy Review	Discussed professional development and whether or not it needs to be a policy. We should have something in	Dr. Erdmann will have a conversation with the Academic Affairs Leadership

	place for continuing education for faculty and staff. Need to have a discussion on what professional development means and looks like.	Team as to what expectations are for professional development.
ET minutes from 1.24.2022		Stacy will correct Mr. Theil's name. Ms. Bonilla made motion to approve, Ms. Roberts seconded with correction. All are in favor with correction to Mr. Theil's name.
Hiring approval for Business/Computer Applications Faculty	Discussing using the writing line to hire this faculty position. Hiring another writing instructor is not necessary as we can use adjuncts for writing courses.	Dr. Frost will edit the paperwork to say business/computer applications hire, currently paperwork says math hire. She will also add a statement regarding program assessment. Stacy makes a motion to approve and move forward for posting. Mr. Thompson seconds. All are in favor. Leanne will send documents to Anna.
Supplemental COVID funds	Discussed ideas on what we can use these funds for--helping students (childcare, housing, etc.), retaining students, modification to library in order for students to use it in the evenings and/or weekends. As of now, application is not open.	Ms. Roberts will continue to check the application status and keep us posted once she has the details.
Perkins Planning	Discussed ways we can maximize Perkins funds. \$200,000 every year to go towards FTE--has to be CTE based. Can use Perkins funds to hire Vet Tech faculty and to purchase equipment for the second year.	Dr. Frost and Ms. Bonilla will take this to Joint Directors to get more ideas. Want to have a spending plan for the next couple of years.
2 nd Chance Pell	Discussed the opportunity for incarcerated individuals to use Pell funds to go to college. Programs being considered are Connections 101, Welding, and Office Support. Need more info on this as we don't know the logistics of the teaching aspects. Joel, Tammie, and Kerry need to be involved in conversations.	Dr. Frost, Dr. Ortega, Leah, and Dena will assist with the paperwork—due no later than March 8, 2022. Dr. Erdmann will email Angi (with OCHE) for more info.
Accreditation Site Visit	Discussed the accreditation site visit. As of now, visit will be virtual; however, that could change. Jeri and Mandy continue to work on report. Included in report are artifacts of proof--everything is coming together.	Becky will finalize document—due Feb. 27
Great Falls College Committees- TABLED		
Strategic Plan Next Steps Add to next agenda	Discussed the Strategic Plan Goals-Metrics. Added metrics and initiatives for academics and non-instructional.	STAR can track data from different areas on campus--Veterans Center, Native American Enrichment Center, Academic Success Center, and Accommodations.

	Also added metrics for campus engagement.	Executive team will provide input on the other measurements so we can finalize by the next ET meeting.
Front Admin person	Discussed the need for this position or if other people on campus have capacity to help with duties this position holds. Dr. Erdmann spoke to Charla and also Tammie to see if Pam could help. Decided to hold on this while we continue working on FTE and programs.	Keep thinking of what this position could be and how it could work in strategic plan. Will re-evaluate as we go forward with the budget process—tabled until then.
Vision and Values statements	Discussed the vision and values statements and whether or not they need to be posted on website. Vision and values should be included in strategic plan to build foundation and should also be published for accreditation purposes.	Dr. Ortega will ask Wayne to post vision and values on our website. She will also check with Dena to see if she can put them in the current catalog.