

**Executive Team Meeting Notes**  
**February 14, 2022 | 1:30 pm – 4:00 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:** Ms. Margaret Wallace

| Guests |                            |             |   |
|--------|----------------------------|-------------|---|
| Time   | Topic                      | Responsible | Outcome                                   |
| 90 min | Enterprise Risk Management | Ms. Wallace | Completion of MUS Campus Risk Information |

| Standing Items |                          |             |                                 |
|----------------|--------------------------|-------------|---------------------------------|
| Time           | Topic                    | Responsible | Outcome                         |
| 5 min          | Policy Review            | Ms. Roberts | Update on policy review process |
| 5 min          | ET minutes from 2.7.2022 | Ms. Lowry   | Review and approve minutes      |

| Agenda |       |             |         |
|--------|-------|-------------|---------|
| Time   | Topic | Responsible | Outcome |

| Notes                      |  |   |
|----------------------------|--|---|
| Topic                      | Discussion   | Action  |
| Enterprise Risk Management | Ms. Wallace, Director of Assurance and Enterprise Risk, visited us from OCHE to discuss Enterprise Risk Management. Discussed what enterprise risk management is, why it is important to an organization, and the end goals. Did a preliminary risk assessment of Great Falls College to assess weaknesses in different areas. | Ms. Wallace will write a risk assessment report on GFC based on our feedback. Ms. Roberts will ask Ms. Wallace to add Social Media to report. |
| Policy Review              | Discussed changes/removal to some personnel policies. Removing 403.7, 403.9, 407.4, 407.5, and 407.6. Replacing with 407.0 (taken from MSU Bozeman). Minor change to 404.4.  | Ms. Roberts will continue to move forward with policy changes.  |
| ET minutes from 2.7.2022   | Minor edit - change Dr. Eleazar to Dr. Ortega.   | Stacy will make change. Dr. Ortega makes motion to approve with the correction. Ms. Bonilla seconds. All are in favor.                        |
| Supplemental ARPA funds    | Application is now available for completion and submittal.   | Ms. Roberts will complete and submit.   |