

**Executive Team Meeting Notes**  
**February 7, 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  
 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. Jeri Pullum

| Guests |                                 |             |          |
|--------|---------------------------------|-------------|----------|
| Time   | Topic                           | Responsible | Outcome  |
| 15 min | Accreditation Report-Conclusion | Ms. Pullum  | Feedback |

| Standing Items |                           |             |                                 |
|----------------|---------------------------|-------------|---------------------------------|
| Time           | Topic                     | Responsible | Outcome                         |
| 5 min          | Policy Review             | Ms. Roberts | Update on policy review process |
| 5 min          | ET minutes from 1.31.2022 | Ms. Lowry   | Review and approve minutes      |

| Agenda |  |              |  |
|--------|--|--------------|--|
| Time   | Topic  | Responsible  | Outcome  |
| 45 min | Great Falls College Committees   | Dr. Erdmann  | Review and approve committee overview template |
| 20 min | Strategic Planning Metrics/Measurements<br><a href="https://www.montana.edu/strategicplan/transformationallearning.html">https://www.montana.edu/strategicplan/transformationallearning.html</a> | Dr. Erdmann  | Assign measurements to goals                   |
| 5 min  | Classified staff adjustments   | Ms. Bonilla  | Informational                                  |
| 10 min | Renting out unused offices to the community  | Mr. Thompson | Discussion                                     |

| Notes                                       |  |   |
|---|--|---|
| Topic                                       | Discussion   | Action  |
| Accreditation Report-Preface and Conclusion | Ms. Pullum shared the Preface and the conclusion of the accreditation report. Discussed the cybersecurity plan--which is a work in progress--working with MUS. We can add our management response to address this concern. | Ms. Pullum will send us links for us to review the Preface and the conclusion. Mr. Thompson and Ms. Wright will do some final editing. Ms. Pullum also asks for us to check the links in the document. Ms. Pullum will take a look at the website updates Wayne did. Ms. Roberts will send the management response to Ms. Pullum. |
| Policy Review                               | No updates.  | None at this time.  |
| ET minutes from 1.31.2022                   | No edits.  | Dr. Frost makes motion to approve, Ms. Bonilla seconds. All are in favor.   |

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|---|--|--|
| Great Falls College Committees              | Reviewed College Council committee structure. Mapped out purpose, responsibilities, and members of committee. Agreed that Registrar, IR, and the CEO need to be on the committee.  | Ms. Lowry will help update titles of the members. Next step for rest of the committees—Ms. Bonilla and Ms. Roberts will work on the safety committee when they meet this week. DEI will be Dr. Erdmann, Dr. Frost, and Ms. Bonilla. Dr. Ortega will work with StAR and will invite Dr. Erdmann for help. |
| Strategic Planning Metrics/Measurements     | Went over metrics and discussed ways to measure goals. StAR will provide suggestions as they get data based on our benchmark. Discussed training in the spring and what expectations need to be so we are all on the same page. Want operational plans to tie into strategic plan. | Dr. Ortega will take it to StAR to get data. Executive Team will discuss with our departments regarding operational plans. Would like to roll out in July. Dr. Erdmann will send metrics to Dr. Ortega for her team to work on. Will come back together in March with updates.                           |
| Classified staff adjustments                | Discussed making pay adjustments to 16 staff. Cost is less than \$20,000 annually to make these adjustments. Increased the wages of the new Admissions positions to get applicants, causing 16 previous hires to be paid less.   | None at this time.   |
| Renting out unused offices to the community | Discussed empty offices on campus and if we can rent them out with us being a state entity. We can as long as it is a partnership.   | None at this time. Waiting to hear back from Department of Labor if they still want to rent space.   |