

Executive Team Meeting Notes
April 11, 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: Jeri Pullum

Guests			
Time	Topic	Responsible	Outcome
30 min	Strengthening Community Colleges Grant	Ms. Pullum	Determine where to go

Standing Items			
Time	Topic	Responsible	Outcome
5 min	Policy Review	Ms. Roberts	Update on policy review process
5 min	ET minutes from 4.4.2022	Ms. Lowry	Review and approve minutes
5 min	New name for Lifelong Learning	Dr. Erdmann	Ms. Hickey will work with OCHE to change the name of Lifelong Learning.

Agenda			
Time	Topic	Responsible	Outcome
20 min	Discretionary Waivers	Ms. Roberts	Decide which discretionary waivers to continue in FY23.
20 min	Fall 2020 to Fall 2021 to Spring 2022 Retention Rates	Dr. Ortega	Informational
20 min	Strategic Plan metric and definitions	Dr. Ortega	Decide on wording
10 min	Tribal Flags	Mr. Thompson	Discussion on where to permanently place flags on campus.
10 min	ET Retreat	All	Discuss location

Notes		
Topic	Discussion	Action
Strengthening Community Colleges Grant	Discussed grant and different equity gaps grant could apply to. Discussed picking top issues and aligning our resources.	Executive Team will continue to think about grant as we continue to work on the strategic plan.
Policy Review	Discussed final review of workman's comp and public employee responsibilities policies.	Ms. Bonilla approves, Mr. Thompson seconds. All are in favor. Ms. Roberts will update and post.
ET minutes from 4.4.2022	Dr. Ortega suggested changes to action notes regarding Strategic Plan.	Dr. Frost makes motion to approve with revisions suggested by Dr. Ortega. Ms. Bonilla seconds. Ms. Lowry will

		make changes and post to website.
Discretionary Waivers	Discussed discretionary waivers.	Great Falls College will do one MOU for dual credit students and a separate one for CCRRC students. A process will be created for unforeseen changes.
Fall 2020 to Fall 2021 to Spring 2022 Retention Rates	Discussed retention rates and reviewed reasons why students are not returning.	Dr. Ortega will continue gathering these reports, to include metrics, for Executive Team and Dream Team on an annual basis.
Strategic Plan metric and definitions	Discussed clarification on what we want out of StAR's metric and the definition of innovation.	Dr. Ortega will take draft to CPBAC on April 29 th . Executive Team will continue working on strategic plan and the definition of innovation.
Tribal Flags	Discussed a space where tribal flags could be placed, but also could be moved for graduation. Decided on placing flags outside Veteran's Center along with military flags.	Ms. Bonilla will work with Ms. Meier and Mr. Thompson regarding getting military flags with the same stands as the tribal flags.
ET Retreat	Discussed where to hold ET retreat in June. Team decided on Fort Benton.	Ms. Lowry will look into lodging at the Grand Union Hotel.