

Executive Team Meeting Notes
May 23, 2022 | 1:30 pm – 4:00 pm | G10

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:

Guests			
Time	Topic	Responsible	Outcome
Standing Items			
Time	Topic	Responsible	Outcome
5 min	Policy Review	Ms. Roberts	Update on policy review process
5 min	ET minutes from 5.16.2022	Ms. Lowry	Review and approve minutes
Agenda			
Time	Topic	Responsible	Outcome
5 min	Program Application Numbers	Dr. Frost	Informational
20 min	Administrative Unit Review Committee Discussion	Dr. Ortega	Committee proposes a new process to ET by July and pilots the process in Spring 2023
5 min	Great Falls College Organizational Chart	Dr. Erdmann	Official approval and communication campus-wide
5 min	Free Speech Training from Associate General Counsel-Jennifer Glad	Ms. Bonilla	Decision as to whether to bring Jennifer to campus for training
5 min	Great Falls College Staff Senate update	Ms. Lowry	Informational

Notes		
Topic	Discussion	Action
ET minutes from 5.16.2022	Will review next week.	Ms. Lowry will get minutes out for review.
Policy Review	No update.	Ms. Lowry will remove policy review from standing agenda items for now.
Program Application Numbers	54 RN, 31 LPN, 24 RT, 3 PTA--will close on May 31. 4 EMS - closes May 27. 2 DA--closes June 1. 14 DH--closes 15 th . CAS 21 Welding (10 dual enrollment) 6 for AAS.	Dr. Frost will ask Dr. Bechard to look at Flathead PTA numbers.

	Discussed other options for DA—certificate in one semester or 10 weeks through Lifelong Learning. Dr. Bechard is looking into a distance option or PTA. 16 students are signed up for the new Cybersecurity Academy with the high schools.	
Administrative Unit Review Committee Discussion	Discussed if AURC should still meet and work on refining the process or combine with operational plan.	Dr. Ortega will take the idea to AURC to get feedback on the direction they want to go.
Great Falls College Organizational Chart	Ms. Bonilla makes motion to approve org chart. Ms. Roberts seconds. All are in favor.	Dr. Erdmann will send out Org Chart to campus. Ms. Bonilla will send out announcement to campus regarding Quincie Jones as the new CTE/Health Sciences Division Director.
Free Speech Training from Associate General Counsel-Jennifer Glad	Discussed bringing free speech training to campus.	Ms. Bonilla will set up the training.
Great Falls College Staff Senate update	Ms. Lowry gave update on GFCSS.	Ms. Lowry will work with Staff Senate to complete overview and purpose.
Quincie's New Office	Discussed different office options for Quince.	Quincie will let us know what office she chooses.