

Executive Team Meeting Notes
June 6, 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:

Agenda			
Time	Topic	Responsible	Outcome
5 min	ET minutes from 5.16.2022 and 5.23.2022	Ms. Lowry	Review and approve
10 min	Building hours for 2022-2023	Ms. Roberts	Determine if keeping current 7am-7pm building hours
10 min	Onboarding Checklist	Dr. Frost	Receive feedback
10 min	Reporting & Grants Coordinator/Institutional Effectiveness Office Space	Dr. Ortega	Discuss possible office locations
5 min	MUS Classified Comp Plan adjustments	Ms. Bonilla	Informational
5 min	ET Retreat Logistics	Ms. Lowry	Discuss logistics (travel)
5 min	Lean Tools Training Update	Ms. Lowry	Informational

Notes		
Topic	Discussion	Action
ET minutes from 5.16.2022	Review	1 st Dr. Frost 2 nd Mr. Thompson Approved
ET minutes from 5.23.2022	Review	1 st Ms. Roberts 2 nd Ms. Bonilla Approved after corrections
Building hours for 2022-2023	Weekday: Continue being open from 7:00 – 7:00. This is working for the campus. Weekend: It was proposed building hours continue to be closed Saturday and Sunday. Frost requested academic support center be available for open hours on Sunday afternoons. Discussed how to make this work. Academic Support Center can make a “weekend cart” to move into library to have open on Sunday	Weekday: Continue with 7:00-7:00 schedule. Weekend: Ms. Roberts will discuss opening the library on the weekend with Gary Smart and bring back to next meeting.

	<p>afternoons. Billie in for open lab. Remainder of building will be closed. Restrooms would be available downstairs in the Sim hospital.</p>	
Onboarding Checklist	<p>Kristi, Anna and Becky have been developing an onboarding checklist specific to new faculty. Frost shared the current draft for input and feedback. Several suggestions were made.</p>	<p>Dr. Frost will bring revised version to an upcoming Executive Team meeting for a second review.</p>
MUS Classified Comp Plan adjustments	<p>MUS is applying adjustments to the compensation plan beginning July 2.</p>	<p>Five individuals will be adjusted to the new plan.</p>
ET Retreat Logistics	<p>Stacy reserved both vehicles for travel to Fort Benton. Planned departure at 9:00am. She suggested some restaurants within walking distance.</p>	<p>None</p>
Lean Tools Training Update	<p>Stacy, Anna and Becky are working on the lean tools training days. Determined to start training slowly with Executive Team, department heads, and program directors.</p>	<p>Sign-up registrations will be coming soon.</p>
Class 7 Professional Development	<p>Stephanie provided details about the Class 7 Professional Development.</p>	<p>Executive Team members volunteered to help when/if needed.</p>
Perkins proposal CTE Bootcamp	<p>Invited high school instructors the opportunity to teach dual credit.</p>	<p>7 instructors plan on participating</p>
Symphony Advertisement	<p>Carmen asked if the symphony preview could be done on a Friday instead of a Thursday.</p>	<p>Executive Team approved continuing the symphony advertisement.</p>
Lumina Community College Challenge	<p>Rion, Scott, Stephanie, Stacy and Shannon are working on Phase Two materials. Video draft and narrative are 90% completed.</p>	<p>Phase two materials are due June 10. The plan is to submit June 9.</p>