**Executive Council Meeting Minutes**

**October 2, 2025** **| 3:00 pm – 4:30 pm |1400**

***Purpose Statement:*** *Executive Council 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:**

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| Dr. Stephanie Erdmann, CEO/Dean | Ms. Carmen Roberts, Executive Director of Operations |
| Dr. Leanne Frost, Executive Director of Instruction and Student Success | Mr. Troy Stoddard, Executive Director of Student Services |
| Ms. Quincie Jones, Executive Director of Career and Technical Education | Mr. Scott Thompson, Executive Director of Community Relations |
| Dr. Eleazar Ortega, Director, Institutional Research and Effectiveness | Ms. Kristi Voboril, Senior Executive Assistant |
| Guest(s): |  |

**Agenda**

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| **Time** | **Topic** | **Responsible** | **Outcome** |
| 5 min | EC minutes from 9.11.25 | Dr. Erdmann | Review and approve |
| 5 min | Call for Additional Agenda Items | Dr. Erdmann |  |
| 10 min | Policies:  308.2 Tuition & Fees Payment and Refunds | Ms. Roberts | Review and move to College Council |
| 10 min | College Council Planning | Dr. Erdmann | Discussion |
| 10 min | Tabletop Flyers | Mr. Thompson | Discussion |
| 5 min | Stockman Bank | Ms. Roberts | Approval |
| 10 min | Remote Work Request | Ms. Roberts | Approval |
| 5 min | Academic Calendar | Mr. Stoddard | Approval |
| 10 min | Employee Satisfaction Survey item |  |  |
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| **Topic** | **Discussion** | **Action** |
| Approval of EC minutes | Minutes were approved as written.  Posted minutes can be found [here](https://www.gfcmsu.edu/committees/executive-council/) | 1st Mr. Thompson  2nd Mr. Stoddard  Approved |
| Call for Additional Agenda Items | New position request process  Great Falls Choir |  |
| Policies: | Executive Council reviewed the following policies to match BOR policy:  308.2 Tuition & Fee Payment and Refunds | Policy will move to College Council for first read. |
| College Council Planning | Executive Council reviewed the October and November College Council agenda and made adjustments as necessary. |  |
| Tabletop Flyers | Mr. Thompson recommended moving the issue of table-top flyer distribution to College Council. He received significant feedback when the issue to prohibit or limit table-top flyers around campus was tabled at the Sept. 11 meeting of Executive Council. He will introduce it at the November College Council meeting and suggest that group be the decision-making unit for the policy about internal advertising. |  |
| Stockman Bank | Executive Council approved adding Leanne Frost and Michele Osweiler to the list of approved signers on the Stockman Bank small business account. | Approved |
| Remote Work Request | Executive Council reviewed a remote work request. | Approved |
| Academic Calendar | Mr. Stoddard brought the Academic Calendar back to Executive Council after getting feedback from staff and faculty. He also said that a committee will be formed for future decisions on the calendar. | Approved |
| New position request process | Dr. Frost inquired if we will be doing a new position requests this fall. Ms. Roberts confirmed that Executive Council will and the Dr. Ortega and her worked on a rubric to use going forward. |  |
| Great Falls Choir | Dr. Erdmann updated Executive Council that the Great Falls Choir will be practicing on our campus on Thursday in 1500 and they are not affiliated with Great Falls College. |  |
| Additional items discussed | Ms. Roberts let Executive Council know there were 14 Strategic Spending Requests submitted. She also let us know that Nelson Architect will be on campus next week to talk to the Campus Beautification committee and a student group.  Dr. Frost and Dr. Erdmann shared that our Surg Tech program did phenomenal in their accreditation.  Mr. Thompson updated Executive Council on the American’s hockey sponsorship. He also gave an update on partnering with Touro and UP on discounts at businesses that support higher education.  Dr. Erdmann recently went to Bozeman for University Council to give a presentation, and she informed Executive Council of what else what discussed. |  |

In the Executive Council meetings, I will:

Be real.

Be supportive.

Be open-minded.

Be mindful.

Be curious, not judgmental.

Speak when it is my turn.

Use the parking lot.

Laugh with, not at, someone.

Use the pause button when necessary.

Immediately address a situation and not let my thoughts or feelings fester.

Work out any problems with the individual involved.

Support my committee members.