

Executive Council Meeting Agenda

June 4, 2026 | 3:00 pm – 4:30 pm | 1401

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:

Dr. Stephanie Erdmann, CEO/Dean

Ms. Carmen Roberts, Executive Director of Finance & Administration

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

Mr. Philip Carr, Executive Director of Technology and

Agenda

Time	Topic	Responsible	Outcome
5 min	EC minutes from 5.14.26	Dr. Erdmann	Review and approve
5 min	Call for Additional Agenda Items	Dr. Erdmann	
10 min	Policies:	Ms. Roberts	Review and approve
10 min	College Council Planning	Dr. Erdmann	Discussion
10 min	Suggestion Box: - Staff Sugg: ➤ Meeting Etiquette ➤ Conduct - Student Sugg –	Dr. Erdmann	Discussion
10 min	Childcare Center Meeting	Ms. Roberts	Finalize name of childcare center
10 min	Badging update	Dr. Frost	Discussion
10 min	New position approval	Ms. Jones	Approval
2.5 min	Vehicle pre-inspection	Dr. Erdmann	Discussion
	Executive Session		

Topic	Discussion	Action
Approval of EC minutes	Minutes were approved as written. Posted minutes can be found here	1 st Mr. Thompson 2 nd Mr. Carr Approved
Call for Additional Agenda Items	Vehicle pre-trip inspection 9/11 Grant Executive Session	
Policies:	No policies	

College Council Planning	Executive Council reviewed June's College Council agenda.	
Suggestion Box	Executive Council reviewed faculty/staff suggestions. Items will be discussed in later College Council.	
Childcare Center Naming	Ms. Roberts and other participants discussed and sought consensus on naming the new facility "Great Falls College Early Learning Center," reviewed signage options, and considered branding elements.	
Badging update	Dr. Frost discussed implementing a badging system for new student onboarding and translating general education skills into workforce language, with initial funding from Ms. Jones and collaboration with Accelerate Montana, seeking feedback and consensus on piloting the onboarding pathway.	
New position approval	Ms. Jones presented a plan to create a Director of Workforce Operations position to oversee multiple workforce programs, manage compliance, and support program development. Funding will come from program revenues and salary reallocations.	Approved
Vehicle pre-trip inspection	Mr. Carr discussed adding pre-trip inspection forms to vehicles to comply with BOR vehicle use policy, detailing checklist items, reporting procedures, and practical challenges for single drivers, with plans to ensure liability coverage and policy adherence.	
9/11 Grant	Dr. Erdmann discussed the Montana Network for Civic Engagement 9/11 Grant, including service project eligibility, student involvement thresholds, and potential collaboration with the Office of Student Engagement and AmeriCorps volunteers.	



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.