**Executive Council Meeting Agenda**

**October 24, 2024** **| 3:00 pm – 4:30 pm |G2**

***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 10.10.24 | 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 | P3-EDU Conference Summary | Dr. Erdmann | Informational |
| 5 min | 10KSB | Dr. Erdmann | Informational Update |
| 5 min | GFCMSU Governance Document | Dr. Erdmann | Approve to move to College Council to adopt |
| 10 min | Unit Updates | Dr. Ortega | Informational |
| 2 min | CTS in Addictions Counseling Approved by Curriculum Council | Dr. Frost | Informational |
| 5 min | Position refill request | Ms. Jones | Approval |
| 2 min | Remote work request | Ms. Roberts | Approval |
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| **Topic** | **Discussion** | **Action** |
| Approval of EC minutes | Minutes were approved as written.  Posted minutes can be found here | 1st Dr. Ortega  2nd Ms. Roberts  Approved |
| Call for Additional Agenda Items | HR Update  Custodial RFI |  |
| Policies: | No policies to discuss |  |
| College Council Planning | Executive Council discussed the November College Council agenda and made adjustments as necessary. |  |
| P3-EDU Conference Summary | Dr. Erdmann attended the P3 EDU Conference, which focused on successful public-private partnerships. She shared key takeaways, including the importance of setting a clear vision and having a dedicated champion to drive the initiative. |  |
| 10KSB | Dr. Erdmann waiting for MOU to go through legal. Next steps will happen in mid-November. |  |
| GFCMSU Governance Document | Dr. Erdmann asked that the Great Falls College MSU governance document be approved to move to College Council for vote. | Approved |
| CTS in Addictions Counseling Approved by Curriculum Council | Dr. Frost let Executive Council know that the CTS in Addictions Counseling was approved by Curriculum Council and will go on to OCHE |  |
| Position refill request | Dr. Erdmann requested to refill the position that was recently vacated by Cheryl Simpson. | 1st Dr. Ortega  2nd Dr. Frost |
| Remote work request | Ms. Roberts presented a remote work request for approval. | 1st Dr. Frost  2nd Dr. Ortega |
| HR Update | Ms. Roberts discussed the restructuring of the HR department, now called the Personnel Office, to better serve the campus. They mentioned that April in payroll will also be handling benefits. Also discussed was Joshua Archey’s title change to Manager of Student Engagement & Wellbeing and the Office of Student Engagement becoming a separate department from Recruitment and Enrollment. |  |
| Custodial RFI | Ms. Roberts provided an update on the custodial services RFP, explaining the challenges in finding and retaining custodians. They mentioned that the institution is considering outsourcing custodial services to free up time for other staff members. Current employees would not be affected by this change and would maintain their positions. |  |