

College Council Meeting Minutes

September 4, 2026 | 8:30 am - 10:00 pm | 1500

Purpose Statement: The College Council ensures the policies and procedures support the college's strategic plan and mission. This team facilitates discussions to gather and provide input and feedback on college-wide initiatives and financial decisions. This is also the place to communicate across departments and divisions.

Members

All staff/faculty/students of Great Falls College in attendance.

In attendance: Joshua Archey, Julie Barnwell, Lindsay Berg, Phil Carr, Dr. Dan Casmier, Kelly Chadborne, Selena Coburn, Jessica Dykstra, Dr. Leanne Frost, Leah Habel, Dr. Matthew Hill, Deb Huestis, Ariel Jones, Dr. Greg Johnson, Catherine Joshu, Kendra Lau, Shanel Locke, Shannon Marr, Lane McAlpine, Charla Merja, Dr. Elfie Neber, Dr. Eleazar Ortega, Rachell Rivers, Carmen Roberts, Elliot Roberts, Gary Smart, Troy Stoddard, Dr. Toni Sawhill, Deanna Thompson, Scott Thompson, Kristi Voboril, Elyssa Wassmann, Staci Weigum

Agenda

Time	Topic	Responsible	Outcome
5 min	Call to order	Dr. Frost	Action
5 min	Approval of CC minutes	Dr. Frost	Action
10 min	College Updates - Suggestion Box process - Otter week - Early Learning Center Open House - WOW 10KSB	Dr. Frost	Informational
5 min	Awesome Otters	Dr. Frost	
25 min	Committee and Unit Goal Update - Executive Council - Employee Engagement - Technology Assistance Center - Marketing	Various	Informational
10 min	Alerts	Mr. Stoddard	Informational
10 min	Forging Futures - Target metrics update	Dr. Ortega	Informational
5 min	NWCCU Ad Hoc Report	Dr. Ortega	Informational
5 min	Policy Review	Ms. Roberts	Action
10 min	Otter Tip of the Month/Mo Moment	Ms. Roberts	
5 min	Public Comment	Ms. Roberts	
5 min	Wrap up	Ms. Roberts	

Topic	Discussion	Action
Call to order	The meeting was called to order at 8:30am.	
Approval of CC minutes	Minutes were approved as written. Posted minutes can be found here	1 st Shannon Marr 2 nd Deb Huestis June 5, 2026 minutes approved.
College Updates	Suggestion box: Submissions are reviewed through the Dean's Office, routed to Executive Council, and brought to College Council when broader input is needed. Personal matters should be directed to Human Resources. The children's-books request was referred to the library. Student fitness options include \$40 monthly passes and \$7 day passes at Shields Aim High. Upcoming events: Otter Week activities run September 8-11, including the Burger Burn on September 9 from 11 a.m. to 1 p.m. and pickleball at Jaycee Park from 5 to 8 p.m. The Early Learning Center open house and chamber ribbon cutting are September 11 from 1 to 5 p.m. Worlds of Work is September 15 and will require substantial volunteer support. The second Montana Goldman Sachs 10,000 Small Businesses cohort is on campus September 9-11. The United Way kickoff is September 10 from 5:30 to 7 p.m. at Gibson Park. Early Learning Center: Kelly Chadbourne is the director and Shiloh is the assistant director. The center will begin with traditional services and expand to immediate short-term care as licensing is completed. It will also serve as a laboratory site for early childhood education students.	Lane McAlpine: distribute student fitness information and support student discount outreach.
Awesome Otters	Awesome Otter gift card winners: Rion Sanders Shannon Marr Pam Buckheit Jamie Walker Victoria Bull Lane McAlpine	
Committee and Unit Goal Update	Executive Council: The resource-alignment process is approximately 80% complete, with a formal timeline through June 30, 2027. Remaining work includes gathering data, identifying completion needs, and establishing new goals. Resource requests are being connected to the strategic plan. Employee Engagement: The committee is working to increase participation in the Soup Tour, holiday luncheon, costume party, and other activities. Improved attendance tracking is needed to establish a reliable baseline. Communication and broader employee involvement in planning were identified as effective approaches. Technology Assistance Center: The new phone system is targeted for October 30 and will support browser and cell-phone use, including remote faculty. Training will include live and self-paced options. IT and printing requests should be submitted through the Help Desk or centralized request channels rather than sent to individual employees. Marketing: Website and social-media metrics were reviewed in light of analytics changes and increased paid advertising. Targeted social-media campaigns met the goal following a shift to paid campaigns. Snapchat was	

Topic	Discussion	Action
	discontinued. Alumni outreach has expanded under Lane McAlpine, and an external agency is being sought to help integrate marketing activities.	
Alerts	Mr. Troy Stoddard reviewed the and lent some guidance on three alert types: Student Academic Alert: For students struggling academically; available to faculty through NAV GFCMSU and routed to advisors and, when appropriate, the Office of Student Care. Otters Care: For non-academic student needs, including food insecurity and other life circumstances; may be submitted by any employee or student. Conduct Report: For threatening, disruptive, or dishonest behavior. The academic-integrity option should be selected for academic dishonesty.	Faculty and staff: use the appropriate alert or report for academic, support, safety, or conduct concerns.
Forging Futures - Target metrics update	The StAR committee reviewed year-four strategic-plan metrics, announced listening sessions for the next plan, and requested campus feedback on an accreditation report for the dental hygiene program's Bozeman location.	StAR Committee: select and announce listening-session dates and invite employees to register for an in-person or virtual session.
NWCCU Ad Hoc Report	An ad hoc accreditation report is due September 11 for the additional dental hygiene location at Gallatin College's Swingle Building in Bozeman. Please review the report below. Ad hoc report Fall 2026 – Dental Hygiene Bozeman site	College Council members: review the draft report and submit feedback to Dr. Ortega by the stated deadline, September 11, 2026.
Policy Review	Policies 402.45, Consulting Activities, and 902.1, Student Borrowers, were presented for initial review. The policies are available in the College Council Teams folder and are expected to return for discussion in October.	College Council members: review both policies and submit feedback to Carmen Roberts before the October meeting.
Otter Tip of the Month/Mo Moment	Student participation: Student examples focused on feeling welcomed and safe and making new friends. Employees were encouraged to place heart-shaped notes in classrooms and work areas. Virtual submissions may be emailed to Selena or Kristi for posting. Employee example: Elliot encouraged greeting others in hallways, representing the college positively, answering questions, and helping with small problems. Mo Moments will become a regular College Council feature.	
Public Comment	Worlds of Work parking: On September 15, the north lot will be closed to faculty, staff, and student parking to accommodate approximately 2,300 visitors moving between campuses. Employees were asked to park off campus or along the white fence west of the front building when possible.	College administration: send parking reminders and place signs before the event.
Wrap up	The next College Council meeting is October 2, 2026, from 8:30 to 10:00 a.m. in the same location. Scheduled presenters are the Administrative Unit Review Committee, Recruitment and Enrollment, Facilities, and TLC/eLearning. Employees were encouraged to attend and bring a colleague.	Next meeting: October 2, 2026, 8:30-10:00 a.m.