Executive Team Meeting Notes  
December 18, 2018 | 8:30 – 10:00 a.m. | Room G2

**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. Susan J. Wolff, CEO/Dean
- Dr. Heidi Pasek, Chief Academic Officer
- Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer
- Ms. Lorene Jaynes, Executive Assistant to the CEO/Dean
- Ms. Carmen Roberts, Interim CFO
- Mr. Lewis Card, Executive Director of Communications, Marketing & Development

### Agenda

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<tr>
<th>Agenda Item</th>
<th>Presenter</th>
<th>ET Lead</th>
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<tr>
<td>1. Long Range Building Program</td>
<td>Lewis Card</td>
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<td>The college’s dental hygiene program expansion is on the Governor’s budget through the infrastructure bill.</td>
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<td>2. Two-Year College Research Day</td>
<td>Dr. Wolff</td>
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<td>OCHE has requested date selection for the 2019 Two-Year College Research Day, which will be hosted by Highlands College. Once they have collected input from all of the campuses, a final date will be chosen.</td>
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<td>3. CCA &amp; the 8-Week Advantage</td>
<td>Dr. Pasek</td>
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<td>Dr. Pasek attended a meeting in Helena with representatives from Complete College America. They are very excited about the work we are doing with the 8-Week Advantage and have featured it on their website. We look forward to working with them as we bring the program up to scale.</td>
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### Upcoming Events

**December**
- **Christmas Holiday** December 25, Offices Closed

**January**
- **New Year’s Holiday** January 1, Offices Closed
- **Business Days at the Capitol** January 7-8, Helena
- **BOR Meeting** January 8, 10am, Conference Call
- **Classes Begin** January 9
- **CPBAC Meeting** January 25, 8am, B108
- **2019 Economic Outlook Seminar** January 30, 8am, Hilton Garden Inn

**February**
- **President’s Day Holiday** February 18, Offices Closed

**March**
- **Board of Regents** March 7-9, Helena College UM
- **2nd 8-Week Block Begins** March 13

**May**
- **Commencement** May 4, TBA
- **Board of Regents** May 22-23, Great Falls College MSU