**Executive Team Meeting Notes**  
**March 22, 2018 | 1:00-2:00 p.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.

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<th>Members:</th>
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<tr>
<td>Dr. Susan J. Wolff, CEO/Dean</td>
<td>Ms. Lorene Jaynes, Executive Assistant to the CEO/Dean</td>
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<td>Dr. Heidi Pasek, Chief Academic Officer</td>
<td>Dr. Darryl Stevens, Chief Financial Officer</td>
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<td>Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer</td>
<td>Mr. Lewis Card, Executive Director of Communications, Marketing &amp; Development</td>
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**Strategic Agenda**

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| **1. 2019 Spring Break**  
*Presenter: Ms. Bonilla* | **ET Lead:** | **Notes:** The Executive Team decided to move forward Option 2 for the 2019 Spring Break – starting March 7 and ending March 12. |
| **2. 8-week Block Name**  
*Presenter: Dr. Wolff* | **ET Lead:** | **Notes:** 8-Week Advantage has been proposed. More information will be available and further discussion will take place at the next meeting. |
| **3. Year 7 Report & Strategic Plan Timeline**  
*Presenter: Dr. Wolff* | **ET Lead:** | **Notes:** Dr. Wolff charged the Executive Team to create and follow timelines for the Year 7 Report and the Strategic and Operational Plans. Progress will be monitored at monthly meetings. |

**Upcoming Events**

**March**
- **Fresh Food Forum**  
  *March 24, 8:00 am-4:00pm, Heritage Hall/Various Rooms*

**April**
- **NoMore Violence Week**  
  *April 2-6, Heritage Hall*
- **Employee Recognition Reception**  
  *April 11, 3:30 pm, Heritage Hall*
- **NWCCU Mid-Cycle Site Visit**  
  *April 19-20*

**May**
- **Commencement**  
  *Saturday, May 5, 4:00 pm, McLaughlin Center*
- **Board of Regents Meeting**  
  *May 23-24, MSU-Northern*