

**Executive Team Meeting Notes**  
**January 29, 2019 | 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	Ms. Lorene Jaynes, Executive Assistant to the CEO/Dean
Dr. Heidi Pasek, Chief Academic Officer	Ms. Carmen Roberts, Interim CFO
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer	Mr. Lewis Card, Executive Director of Communications, Marketing & Development

**Agenda**

<b>1. Fee Approval</b>	<b>Presenter:</b> Ms. Roberts	<b>ET Lead:</b> Ms. Roberts
<p>Ms. Roberts presented the Inventory and Validation of Fees to the CPBAC at their meeting last Friday. Through an electronic vote, a majority of the CPBAC supported the list as presented. Ms. Roberts noted that the NSF Fee has since been added to the list in order to modify the verbiage noting that the fee varies, as the rate fluctuates between the company handling our online transactions and the bank fees. The list will go to the Board of Regents (BOR) for approval at their May meeting.</p> <p><b>Action:</b>          The Executive Team approved the CPBAC’s recommendation of accepting the fees to move forward with submitting the Inventory and Validation of Fees for BOR approval.</p>		

<b>2. Academic Affairs</b>	<b>Presenter:</b> Dr. Pasek	<b>ET Lead:</b> Dr. Pasek
<p>Dr. Pasek and Ms. Roberts presented a list of positions in Academic Affairs that will impact the FY20 CUF budget.</p> <ul style="list-style-type: none"> <li>• Faculty positions not being filled in FY20:             <ul style="list-style-type: none"> <li>○ Math Faculty</li> <li>○ Dental Assisting Faculty</li> <li>○ Allied Health (Nutrition) Faculty</li> <li>○ Medical Assistant Faculty</li> <li>○ Biology Faculty</li> </ul> </li> <li>• Faculty position partially coming off of Perkin’s Grant funding in FY20:             <ul style="list-style-type: none"> <li>○ CIT Faculty</li> </ul> </li> </ul> <p><b>Action:</b>          Mr. Card moved to approve the proposed cost savings for Academic Affairs as outlined. Dr. Wolff made an amendment to the motion to further fund the CIT position, which is partially coming off of the Perkin’s Grant this year. Ms. Roberts seconded the amended motion. The Executive Team unanimously approved the motion as amended.</p> <p>At the next CPBAC meeting, the group will be notified of the Executive Team’s action, and new position proposals will be introduced.</p>		

<b>3. VCAF</b>	<b>Presenter:</b> Dr. Wolff	<b>ET Lead:</b>
<p>A candidate for the VCAF position will be on campus today. The candidate originally scheduled for Friday will be rescheduled, as his travel plans were delayed due to weather.</p>		

<b>4. Service Learning/Civic Engagement</b>	<b>Presenter:</b> Dr. Wolff	<b>ET Lead:</b>
<p>The College has a mechanism in place to track the college’s involvement with service learning and civic engagement. The Executive Team supports service learning and civic engagement because:</p> <ul style="list-style-type: none"> <li>• It instills and builds a culture of being of service to our community</li> <li>• We support our students and their activities</li> <li>• We are ambassadors for the school</li> <li>• It builds citizenship and develops soft skills</li> </ul> <p>Through the NASH/HIPS grant, a group is working on a definition using the appropriate terminology of why this is important to GFC MSU.</p>		

<b>5. Commencement Speaker</b>	<b>Presenter: Dr. Wolff</b>	<b>ET Lead: Dr. Wolff</b>
The Executive Team brainstormed names for possible commencement speakers. Dr. Wolff will be visiting a Student Government meeting to get their input, as well.		
<b>6. Marketing Update</b>	<b>Presenter: Mr. Card</b>	<b>ET Lead: Mr. Card</b>
<p>Mr. Card shared an update on activities in the Marketing Department:</p> <ul style="list-style-type: none"> <li>• New this semester – billboards, student profiles</li> <li>• Has started “Did you know” facts about specific programs on Facebook <ul style="list-style-type: none"> <li>○ Will coordinate with the enrollment specialist</li> </ul> </li> <li>• Will actively target MSU and UM focusing on Gen Ed programs this summer and fall</li> <li>• National CTE month in February</li> <li>• Digital banner displays – video content for summer and fall</li> <li>• Other media sponsorships</li> </ul> <p>Ms. Bonilla noted that admissions is reviewing their calendar to determine appropriate marketing for different times of the year and will work with Mr. Card to finalize.</p>		

## Upcoming Events

### January

- **2019 Economic Outlook Seminar** *January 30, 8am, Hilton Garden Inn*

### February

- **Two-Year CEO Retreat** *February 4, OCHE*
- **Bringing the U to You** *February 7, Heritage Hall, 7pm*
- **President’s Day Holiday** *February 18, Offices Closed*
- **Bringing the U to You** *February 21, Heritage Hall, 7pm*
- **CPBAC Meeting** *February 22, B108, 8am*

### March

- **Board of Regents** *March 7-8, Helena College UM*
- **Montana Region II Science & Engineering Fair** *March 7-8, Campus Wide*
- **2<sup>nd</sup> 8-Week Block Begins** *March 13*
- **Night Out for Science** *March 30, Heritage Hall, 5:30pm*

### April

- **Two-Year College Research Day** *April 5, Highlands College*

### May

- **Commencement** *May 4, University of Providence, 4:00 pm*
- **Board of Regents** *May 22-23, Great Falls College MSU*