

**Executive Team Meeting Notes**  
**February 26, 2019 | 8:30 – 11:00 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. NASH Overview</b>	<b>Presenter:</b> <i>Dr. Pasek, Ms. Bonilla, Ms. Ortega</i>	<b>ET Lead:</b> <i>Dr. Pasek</i>
<p>Dr. Pasek, Ms. Bonilla, Jeri Pullum, Troy Stoddard, and Eleazar Ortega attended the NASH Taking Student Success to Scale (TS3) conference in Nashville last week. The college is working on service learning and learning communities with this grant. The 8-Week Advantage needs to be the focus of planning and assessment efforts working in tandem with the three system initiatives in progress – NASH/HIPS, CCA, and Seamless One MSU. The College Analysis, Assessment, and Accreditation Committee is working on the strategic plan.</p> <p>Dr. Pasek and Ms. Bonilla will provide information to the Executive Team for tomorrow’s retreat.</p>		
<b>2. Mileage Rates Policy</b>	<b>Presenter:</b> <i>Ms. Roberts</i>	<b>ET Lead:</b> <i>Ms. Roberts</i>
<p>Ms. Roberts presented Policy 503.3, Mileage Rates. At this point, the policy is very specific as to dates and amounts. As the college follows state law, Section 2-18-503 of the Montana Code Annotated has been copied and pasted into policy to ensure an annual policy modification is not necessary.</p> <p>Of note is the language stating, “When a privately owned motor vehicle is used because a College-owned or rental vehicle is not available or because the use is in the <i>best interest</i> of the College...” This will allow individuals to take a personal vehicle during inclement weather conditions if they would feel safer. Changes will be made to the Personal Vehicle Use form, as well as the Travel Expense Voucher.</p> <p><b>Action:</b>  The Executive Team approved the modifications to Policy 503.3, Mileage Rates. Ms. Roberts will share the updated policy as an informational item with the appropriate campus groups.</p>		
<b>3. Staffing Discussion</b>	<b>Presenter:</b> <i>Ms. Roberts</i>	<b>ET Lead:</b>
<p>Ms. Roberts presented positions needing to be adjusted in the budget due to them coming off of grants, switching areas, and discontinued funding.</p> <p><b>Action:</b>  The Executive Team approved the modifications as presented by Ms. Roberts.</p>		
<b>4. NoMore Violence</b>	<b>Presenter:</b> <i>Dr. Wolff</i>	<b>ET Lead:</b>
<p>The NoMore Violence Conference will take place the first week of April.</p>		

**REMINDERS**

<b>NWCCU Standards Review</b>	<i>Respond by March 30 via email instructions</i>
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## Upcoming Events

### 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, McLaughlin Center, 4pm*
- **Board of Regents** *May 22-23, Great Falls College MSU*