

Executive Team Meeting Notes
May 7, 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. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer
Dr. Heidi Pasek, Chief Academic Officer	Ms. Lorene Jaynes, Executive Assistant to the CEO/Dean
Ms. Carmen Roberts, Interim CFO	

Agenda

1. Policy 601.3 Tobacco Use – Final Review	Presenter: Ms. Jaynes	ET Lead: Ms. Bonilla
<p>Feedback received during the two-week campus review was received by the Executive Team. After discussion, the Executive Team approved the policy as presented. <i>*See attachment 1.</i></p> <p>Policy violations will be subject to the student code of conduct and employee code of conduct.</p> <p>Section C of policy – recommend adding “GFC MSU Sponsored” to the last sentence: <i>Smoking and tobacco industry and related company sponsorship of campus groups, events, individuals, and departments is prohibited. This includes scholarships, sponsorship of faculty positions, and recruiting for employment.</i></p> <p>The Executive Team opted to leave the sentence as is, as the Financial Aid Office will follow policy when student scholarships are considered. GFC MSU does not sponsor tobacco related scholarships.</p> <p>The Executive Team approved moving forward without the language of smoking in personal vehicles to meet the requirements to be placed on the national tobacco-free campus list. If the policy names a designated tobacco use area, even in personal vehicles, we are still allowing tobacco use on campus, thus not tobacco free.</p> <p>The policy will go into effect July 1, 2019.</p>		
2. 8-Week Task Force Updates	Presenter: Dr. Pasek & Ms. Bonilla	ET Lead: Dr. Pasek & Ms. Bonilla
<p>The task forces have been meeting regularly. The Communications & Marketing Division is reworking the 8-week Advantage messaging on website.</p>		
3. Supervising Dentist	Presenter: Dr. Pasek	ET Lead: Dr. Pasek
<p>Due to recent changes with the supervising dentist position in the dental programs, dental supervision is taking place in new and innovative ways. The accrediting body allows for a variety of dentists to supervise, and they are able to participate via a telemedicine connection in the dental area.</p>		
4. Information on Banned Patrons & Panic Buttons at All Desks	Presenter: Dr. Pasek	ET Lead: Ms. Roberts
<p>Panic buttons will be available for all employees fall 2019. Trainings will be taking place this fall.</p>		
5. Alumni	Presenter: Dr. Wolff	ET Lead:
<p>GFC MSU alumni will be discussed at this week’s Joint Directors meeting to determine tracking and ways to allow alumni participation in future events.</p>		
6. Community Outreach	Presenter: All	ET Lead:
<p>Dr. Pasek and Ms. Bonilla prepared a rough draft of a plan to visit regional communities. They will utilize connections in the communities to determine the best places and times to attend events to share information about the college. It was recommended Dr. Wolff attend each event with Executive Team members rotating, and to include recruitment and advisors to attend with detailed information.</p>		
7. Nursing Faculty Rehire	Presenter: Dr. Pasek	ET Lead: Dr. Pasek
<p>As Lauren Swant has moved to program director of the nursing programs, Dr. Pasek brought forward a request to refill the position she held as faculty. The Executive Team approved moving forward with the rehire.</p>		