

Executive Team Meeting Notes
July 22, 2019 | 9:30 – 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. 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, Director of Operations	
Guests:	
Ms. Sherrie Arey, NeighborWorks Great Falls	Ms. Shannon Marr, Director of Enrollment and Recruitment

Agenda

1. NeighborWorks	Presenter: Ms. Sherrie Arey & Dr. Wolff	ET Lead:
<p>Sherrie Arey, President/CEO of NeighborWorks Great Falls, joined the Executive Team to discuss affordable housing developments just south of the Great Falls College MSU campus – Rockcross Commons and Meriwether Crossing.</p> <p>Rockcross Commons will provide affordable housing through private and public funding. There will be 124 units consisting of 1, 2, and 3 bedroom apartments. It is hoped occupancy will begin in November with full occupancy occurring in 2020. These will be income based units with very specific qualifications. Ms. Arey recommended that interested parties call now to determine eligibility. She will work with our Director of Enrollment and Recruitment, Shannon Marr, to ensure we have the appropriate information to provide to our students.</p> <p>The Meriwether Crossing project will consist of bungalows on smaller lots. To begin, ten families will start a self-help build with everyone moving in when all homes are completed. Phase one begins this fall. The use of the other 20-30 lots is not yet determined.</p>		
2. 5 Pillars of the Comprehensive Two-Year College Mission	Presenter: Dr. Wolff	ET Lead:
<p>At the recent Two-Year Leadership meeting at Bitterroot College in Hamilton, Deputy Commissioner Tessman outlined what he would like to see at future Board of Regents meetings regarding two-year education. A questionnaire regarding the Five Pillars of the Comprehensive Two-Year College Mission was distributed to each institution to be collected by OCHE and developed into a presentation for the September Board of Regents meeting. Dr. Pasek will send the document to the College Analysis, Assessment, and Accreditation Committee (CAAAC) for initial review and will inform the Executive Team of next steps.</p>		
3. Travel and Entertainment Forms	Presenter: Dr. Wolff	ET Lead:
<p>Ms. Roberts received the draft report from the recent internal audit. One of the two findings relates to Policy 503.1 Travel. Ms. Jaynes will create an updated travel form allowing for ease of use and consistency. A reminder that all travel should be pre-approved.</p>		
4. Women Leading Montana Attendees	Presenter: Dr. Wolff	ET Lead:
<p>Women Leading Montana takes place October 21 and 22 in Billings. Ms. Jaynes will provide more details to the group and attendees will be determined by the next meeting.</p>		

Upcoming Events

July

- **Last Day of 10-Week Summer Block** *July 23*
- **Intersession** *July 24-August 23*

August

- **8-Week Block A Begins** *August 26*

September

- **Campus BBQ** *September 5*

October

- **GFC MSU Business After Hours** *October 10, 4-6pm, Atrium*
- **8-Week Block A Ends** *October 18*
- **8-Week Block B Begins** *October 28*

December

- **8-Week Block B Ends** *December 20*