

Executive Team Meeting Notes
August 19, 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-absent
Ms. Carmen Roberts, Director of Operations	Ms. Julie Freshly, Assistant to the CSAO
Guests:	
Eleazar Ortega, Institutional Researcher & Data Analyst	Ms. Shannon Marr, Director of Recruitment & Enrollment
Ms. Julie Freshly, Assistant to the CSAO	Ms. Taylor Alexander, Communications & Marketing Manager

Agenda

1. Some College, No Degree	Presenter: Ms. Ortega, Ms. Marr	ET Lead: Dr. Wolff
Ms. Ortega and Ms. Marr presented refined information regarding Great Falls College MSU students who had completed some college but not attained a degree. The Executive Team will further discuss next steps. <i>See attached presentation.</i>		
2. Retention and Credit for Customized Training	Presenter: Dr. Wolff	ET Lead: Dr. Wolff
Dr. Wolff attended the OneMSU CEO retreat last week. Discussions included retention rates, enrollment, for credit customized training offerings, and funding. More information will be gathered on how to offer credit for our customized trainings.		
3. Fall Burger Burn	Presenter: Dr. Wolff	ET Lead: Dr. Wolff
The 2019 Campus BBQ will be held on Thursday, September 5, 2019.		
4. Marketing for Second 8 Week Session	Presenter: Ms. Alexander	ET Lead: Dr. Wolff
Ms. Alexander has the information from the Admissions Office and will work on the marketing for students being able to register for the second 8-week session.		
5. Other	Presenter:	ET Lead:
The Strategic Plan has been sent out for review. Feedback should be sent to Dr. Wolff or Jeri Pullum.		
The ability to text current students should be in place this semester, as Bozeman is finalizing their infrastructure.		

Upcoming Events

August

- **8-Week Block A Begins** August 26
- **Fall Welcome Back Event** August 27, 3:30-5:00pm, Heritage Hall

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