

Executive Team Meeting Notes
August 26, 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, Director of Marketing and Communication

Gratitude

All

Agenda

**Denotes additional documentation available in Box*

1. Follow Up - Some College, No Degree	Presenter: Ms. Ortega, Ms. Marr	ET Lead: Dr. Wolff
Ms. Ortega reported the data she has on GFC MSU students with some college but no degree. Ms. Bonilla will follow up with the Student Services directors to get their input on which of the students should be contacted first and with whom they should visit. Ms. Marr provided data for the Project Win-Win potential completers.		
2. Follow Up – Retention and Credit for Customized Training	Presenter: Discussion	ET Lead: Dr. Wolff
Dr. Pasek and Heather Palermo will be talking to Kim Obbink, Executive Director of the Academic Technology and Outreach at MSU in Bozeman. Dr. Pasek will be researching how to offer credits for our customized trainings.		
3. Follow Up - Marketing for Second 8 Week Session	Presenter: Ms. Alexander	ET Lead:
Ms. Marr and Ms. Alexander are working together to finalize marketing for the second 8-week block. The webpage for the 8-Week Advantage needs to be updated. The Web Advisory Committee will be meeting this semester to start reviewing the website.		
4. Refilling Custodial Position	Presenter: Ms. Roberts	ET Lead: Ms. Roberts
Gene Stewart is retiring on October 5. Ms. Roberts is requesting a rehire. The Executive Team approved moving forward with rehiring for Gene's position.		
5. Other	Presenter:	ET Lead:
<ul style="list-style-type: none"> The facilities director received a request to plant a tree in memoriam of Deborah Richerson. The Executive Team approved the request. The Welcome Back agenda was finalized. 		

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*