

**Executive Team Meeting Notes**  
**September 16, 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.*

<b>Attendees:</b>	
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 - <i>absent</i>	Ms. Taylor Alexander, Communications & Marketing Manager

**Agenda**

<b>1. Connections 101</b>	<b>Presenter:</b> Ms. Bonilla	<b>ET Lead:</b>
To ensure policy is followed and the appropriate language is included on all Connections 101 publications, Dr. Wolff will meet with the appropriate representatives from the Career and College Readiness Center and GFC MSU.		
<b>2. Project Win-Win</b>	<b>Presenter:</b> Dr. Wolff	<b>ET Lead:</b>
Ms. Bonilla will check on the progress of data collection to determine next best steps in regards to packages for potential completers.		
<b>3. Women’s Montana New Leadership</b>	<b>Presenter:</b> Dr. Wolff	<b>ET Lead:</b>
The University of Montana is representing the Montana University System in hosting “Montana New Leadership,” a women’s leadership institute for Montana undergraduates. All MUS campuses are invited to nominate one or two women to participate. Ms. Jaynes will be the GFC MSU point of contact. Names will be submitted to the Executive Team for consideration.		
<b>4. BOR Debrief</b>	<b>Presenter:</b> Dr. Wolff	<b>ET Lead:</b>
Several topics were discussed during the September Board of Regents meeting held at Montana Tech in Butte last week, including centralized applications for all MUS campuses, program planning, Montana Labor Day Report, internships, advising, retention, etc.		
Dr. Pasek will gather data regarding GFC MSU internships.		
Of note, it was shared that 22% of those who complete the free college application attend a two-year college.		

**Upcoming Events**

**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*