

**Executive Team Meeting Notes**  
**September 23, 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>Members:</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	
<b>Guests:</b>	
Mr. Doug Roberts, Montana Manufacturing Extension Center	

**Agenda**

<b>1. Montana Manufacturing Extension Center (10am)</b>	<b>Presenter:</b> Mr. Doug Roberts	<b>ET Lead:</b> Dr. Wolff
Mr. Doug Roberts is the Senior Business Advisor with the Montana Manufacturing Extension Center (MMEC). His office is co-housed with the GFDA. He has a 30+ year background in manufacturing, noting the first 15 years were spent in engineering and manufacturing doing product development, and the last 20 year in operations in various industries such as aerospace and automotive. The Executive Team shared information with Mr. Roberts regarding program offerings, our place in the community, and how we meet the demand of local industry needs. Mr. Roberts will return for a tour to better understand what resources we have available for the MMEC.		
<b>2. Cambridge Court Apartments Update</b>	<b>Presenter:</b> Ms. Bonilla	<b>ET Lead:</b> Ms. Bonilla
An apartment building located at 6 <sup>th</sup> Ave N and 11 <sup>th</sup> St has been offered as student housing. Ms. Jaynes will set up a meeting with the appropriate parties.		
<b>3. HOSA Request</b>	<b>Presenter:</b> Dr. Wolff	<b>ET Lead:</b> Dr. Wolff
Ms. Roberts will research the information regarding a HOSA scholarship.		
<b>4. Montana's New Leadership (Women Students)</b>	<b>Presenter:</b> Ms. Jaynes	<b>ET Lead:</b> Ms. Jaynes
GFC MSU will nominate two students to apply for this program to be held next summer at the University of Montana.		
<b>5. Emergency Notification System</b>	<b>Presenter:</b> Ms. Roberts	<b>ET Lead:</b> Ms. Roberts
This app is used to send out emergency notices to our phones and can send texts. IT is working to get this configured. Will be able to send to either desktop phones or a separate list of cell phones. Ms. Roberts and Gary Smart will be the primary senders of notifications with Executive Team members as backups. Executive Team members are encouraged to review the instructions though the Crisis Manager app and using the test system on Informacast.		

**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
- November**
- **Board of Regents** November 21-22, MSU in Bozeman
- December**
- **8-Week Block B Ends** December 20