

Executive Team Meeting Notes
September 30, 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	

Agenda

1. Two-Year Research Day	Presenter: <i>Dr. Pasek</i>	ET Lead: <i>Dr. Pasek</i>
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The 2020 Two-Year Research Day will be held at GFC MSU on April 17. Laura Wight and Dr. Brenda Canine will be co-chairing the planning committee.

2. Administrative Program Review (45 min)	Presenter: <i>Ms. Jaynes</i>	ET Lead:
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The Executive Team completed the Administrative Program Review template for submission today.

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*