

Executive Team Meeting Notes
October 18, 2019 | 1:00 – 2:30 p.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	
Guests:	
Mr. Russell Motschenbacher, Health Sciences Division Director	Ms. Lauren Swant, Nursing Program Director

Agenda

1. Nursing Program	Presenter: <i>Mr. Motschenbacher & Ms. Swant</i>	ET Lead: <i>Dr. Pasek</i>
<p>Ms. Swant proposed a restructuring of the nursing department. Rather than attempting to retain a 1.0 FTE nursing faculty, she recommended hiring two 0.6 non-tenure track, part-time nursing faculty, which would allow strengthening in other areas and provide better student support. Ms. Swant researched the desire of nursing faculty to work part time and found it is preferred.</p> <p>The Executive Team approved moving forward with this plan for two 0.6 nursing faculty.</p>		

2. *Internship Policy	Presenter: <i>Ms. Jaynes</i>	ET Lead: <i>Ms. Jaynes</i>
<p>It was recommended removing everything from Internship Evaluation forward and not having procedure included with this policy, and to move it to the academic policies. Dr. Pasek will provide Ms. Jaynes with edits, and the policy will be returned to the appropriate parties prior to submitting for campus review.</p>		

Upcoming Events

October

- **8-Week Block A Ends** *October 18*
- **8-Week Block B Begins** *October 28*
- **Soup Tour** *October 31, 11:30 am – 1:30 pm, Various Campus Locations*
- **Soup & Costume Contest Winners Announced** *October 31, 3:00 pm, G45/46*

November

- **Veteran’s Day** *November 11, Offices Closed*
- **Board of Regents** *November 21-22, MSU in Bozeman*
- **Thanksgiving** *November 28-29, Offices Closed*

December

- **8-Week Block B Ends** *December 20*
- **Holiday Luncheon** *December 20, 11:30 am, Heritage Hall*
- **Christmas** *December 25, Offices Closed*

January

- **New Year’s Day**, *January 1, Offices Closed*
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