

Executive Team Meeting Notes
November 18, 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. Christmas Eve Building Hours

Presenter: Ms. Roberts

ET Lead:

The building hours will be modified on Christmas Eve this year. Ms. Roberts and Ms. Bonilla will craft an email to send to campus.

2. Debrief from Veterans Breakfast

Presenter: Dr. Wolff

ET Lead:

The Veteran Success Center recently hosted Breakfast with the CEO/Dean with Dr. Wolff. They provided wonderful feedback regarding their experiences on campus, and information is being gathered to continue conversations.

Upcoming Events

November

- **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