

**Executive Team Meeting Notes**  
**December 2, 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 - <i>Absent</i>
Dr. Heidi Pasek, Chief Academic Officer	Ms. Lorene Jaynes, Executive Assistant to the CEO/Dean
Ms. Carmen Roberts, Director of Operations	

**Agenda**

<b>1. CIT Faculty</b>	<b>Presenter:</b> <i>Dr. Pasek</i>	<b>ET Lead:</b> <i>Dr. Pasek</i>
The CIT Program Director is leaving the end of this semester. Dr. Pasek requested the position be rehired. The Executive Team approved moving forward with the rehire.		
<b>2. NC-SARA Membership</b>	<b>Presenter:</b> <i>Dr. Wolff</i>	<b>ET Lead:</b>
National Council for State Authorization Reciprocity Agreements (NC-SARA) was discussed at the November CAO meeting in Bozeman, as Montana no longer has a blanket membership. Each institution will need to obtain its own membership. For online learners, institutions are required to disclose how credentials for each program transfer from state to state. Out of state students taking online programs need to be made aware of the licensing differences that are curricular in nature. Dr. Pasek and Ms. Bonilla will work with the Joint Directors to create a campus policy and procedure for NC-SARA.		
<b>3. Other</b>	<b>Presenter:</b>	<b>ET Lead:</b>
Ms. Roberts met with representatives from the University of Provident to discuss space available in their dorms for our students. A larger group will meet later this month.		

**Upcoming Events**

**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*
- **Board of Regents**, *January 13-14, OCHE (Conf Call)*
- **Classes Begin**, *January 13*
- **Economic Outlook Summit**, *January 22, 8am-1pm, Hilton Garden Inn*

**March**

- **Board of Regents**, *March 5-6, UM Western*
- **Spring Break**, *March 9-13*
- **Elementary Science Fair**, *March 10*
- **Middle and High School Science Fair**, *March 12*