

Executive Team Meeting Notes
December 16, 2019 | 9:00 – 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. Lorene Jaynes, Executive Assistant to the CEO/Dean
Dr. Heidi Pasek, Chief Academic Officer	Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer
Ms. Carmen Roberts, Director of Operations	
Guests:	
Mr. Larry Vaccaro, Program Review Committee Chair	

Agenda

1. Program Review Presentation	Presenter: Mr. Larry Vaccaro	ET Lead: Dr. Pasek
Larry Vaccaro, Chair of the Internal Academic Program Review Committee, presented the Committee's 2019-2020 recommendations. Programs reviewed included dental assistant, dental hygiene, CIT microcomputer, CIT network support and security, computer programming, industrial technician, and renewable energy. Mr. Vaccaro noted the program review process is tied to prioritization so the Committee is looking at the same information over time. The Committee will meet in February to review the academic program review process.		
2. Dental Addition Update	Presenter: Ms. Roberts	ET Lead: Ms. Roberts
Ms. Roberts has the latest drawings of the new dental addition displayed outside her office. A reconfiguration of the current parking lot is being considered to assist with traffic flow. This summer there will be a disruption in utilities to route them to the addition. Details should be known by February to ensure a timely notification to campus. It is hoped to have a groundbreaking in August or September with construction completion planned for Fall 2021. Dental faculty are meeting this week to finalize equipment needs. It is anticipated there will be a need to raise funds to for the furnishings.		
3. NC-SARA Timeline	Presenter: Dr. Pasek & Ms. Bonilla	ET Lead: Ms. Bonilla
The Joint Directors will work on the application and finalize in January.		
4. Mission Statement Awareness	Presenter: Dr. Pasek	ET Lead:
The college's new mission statement was approved at the November BOR. The new director of communications and marketing will be tasked with a rebranding awareness. The current vision, values, and tagline will need to be reviewed.		
5. NWCCU Annual Meeting	Presenter: Dr. Pasek	ET Lead:
Dr. Pasek attended the NWCCU Annual Meeting recently. The college will participate in the new seven-year accreditation process for our next cycle beginning in 2022. We will not participate in the fellowship program this year.		
6. MSU-N Collaborations	Presenter: Dr. Pasek	ET Lead:
Dr. Pasek updated the Executive Team about the education and business program collaborations with MSU-Northern. All is going well and discussions continue to take place.		
7. Other	Presenter:	ET Lead:
Dorm update: After a meeting with representatives from GFC MSU and the University of Providence, a limited number of GFC MSU's traditional-aged students will have the opportunity to utilize dorms at UP.		

Upcoming Events

December

- **GFC MSU Community Choir Holiday Concert** December 19, 7:00 pm, Episcopal Church of the Incarnation
- **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 29, 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*