

Executive Team Meeting Notes
January 13, 2020 | 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. Lorene Jaynes, Executive Assistant to the CEO/Dean
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer	Ms. Carmen Roberts, Director of Operations
	Mr. Scott Thompson, Director of Communications & Marketing

Guests:

Ms. Mallory Antovel, Administrative Program Review Committee Chair

Agenda

1. Administrative Program Review Presentation	Presenter: <i>Mallory Antovel</i>	ET Lead:
<p>Mallory Antovel, Administrative Program Review Committee Chair, presented the results of the Committee’s work over this second year of the process. She noted the Committee found the modified rubric was easier to use to compile responses, and additional modifications will be made at their meeting this spring. Next year’s process will be the beginning of departments being reviewed on a three-year cycle.</p> <p>The Committee created a list of kudos sharing what good is going on in departments across campus, as well as a list of recommendations. Those items at the top of the list were mentioned most often. Some of the recommendations were requests from the departments, and some were from the committee members from reviewing the submissions. The Executive Team will review and discuss at the next meeting.</p> <p>The Committee recommends rotating membership ensuring there are always continuing members to maintain a good foundation. The Executive Team is in support of this. A new chair will be selected at the spring meeting.</p> <p>The results will be sent to each department and reported to CPBAC.</p>		
2. Student Field Trips and Domestic Travel Policy	Presenter: <i>Ms. Bonilla</i>	ET Lead:
<p>The revision to this policy is in regards to the Clery Act, which requires campuses to notify and report crime statistics on campus and in surrounding area each year. The Student Field Trips and Domestic Travel Policy has been revised to require a crime report from the areas to which students travel. Ms. Bonilla and Ms. Roberts will attend a training in Bozeman, and Ms. Bonilla will be working on a draft for our campus.</p>		
3. Perkins Funding	Presenters: <i>Ms. Roberts, Ms. Bonilla</i>	ET Lead:
<p>Ms. Bonilla shared a request to modify the use of some of the Perkins funds. Instead of using Perkins funds for TILT this year, it has been requested to send staff to the First-Year Experience Conference this year. Ms. Roberts noted if Perkins funding is not approved for all attendees, there are some non-CUF funds available to assist. The Executive Team supports the request and will let the appropriate parties know to move forward.</p> <p>Ms. Roberts noted the dental clinic has identified a current need for supplies for which Perkins can assist.</p>		
4. Online Offerings	Presenter: <i>Dr. Wolff</i>	ET Lead:
<p>Dr. Wolff would like to reach out to high school students who are looking for classes on the Digital Academy and not being directed to our website to see our class offerings. Data regarding our online enrollments has been requested from the research analyst.</p>		
5. Follow-up from Last Meeting	Presenter: <i>Ms. Jaynes</i>	ET Lead:
<p>The Executive Team approved the recommendations from the Internal Academic Program Review Committee.</p>		

Upcoming Events

January

- **Classes Begin, January 13, TODAY!**
- **Board of Regents, January 14, OCHE (Conf Call)**
- **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 & Engineering Fair, March 12**