

Executive Team Meeting Notes
February 24, 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, Chief of Staff
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. Eleazar Ortega, Research Analyst	Ms. Laramie Smovir, Enrollment Specialist
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Agenda

1. High School Enrollments (*See attached)	Presenter: Ms. Eleazar Ortega	ET Lead:
Ms. Ortega presented data from the most recent High School Enrollments Report. Please see the report located on the IR SharePoint under Enrollment – Enroll_HighSchool. She noted these are new students who are attending college for the first time and are attending GFC MSU. It is possible they have attended via dual enrollment, but this is the first time they have enrolled as a matriculated college student. The first report on page 2 includes high school graduates from 1984-2019 under the “Fall 2019” term data. Page 3 includes only those who graduated in 2019 before the all term began. Ms. Ortega will investigate the data on page 3 for Fall 2018 regarding out of state students and what programs they entered, as that semester’s numbers are higher than those surrounding it.		
2. Special Olympics	Presenter: Laramie Smovir	ET Lead:
Ms. Smovir shared information about the 2020 Special Olympic Summer games being held in Great Falls May 12-15, 2020. Options for volunteering include a group helping with a selected event, individual, or helping with setup. Dr. Wolff would like the college to participate as a group for a selected event. Ms. Smovir also shared a suggestion for team volunteer t-shirts.		
3. Vision, Values, Tagline	Presenter: Ms. Jaynes	ET Lead:
The Executive Team will review the college’s vision, values, and tagline to determine if updates are needed.		
4. Pandemic Response	Presenter: Ms. Bonilla	ET Lead:
Responses should be sent to Ms. Bonilla by the end of this week.		
5. Alumni Cards – Commencement	Presenter: Dr. Wolff	ET Lead:
The information gathered from alumni cards at commencement have not been used. The information can be found through different avenues, so it was decided to not have graduates complete the cards again this year.		
6. Higher Education Center	Presenter: Dr. Wolff	ET Lead:
The college will continue working with MSU-Northern to bring bachelor degree programs offerings to Great Falls.		

Upcoming Events

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**
- **Block B Begins March 16**

April

- **Student Appreciation Lunch, April 16, 12:00 pm, Heritage Hall**
- **Two-Year College Research Day, April 17**
- **Women’s Professional Clothing Drive, April 20-24, HH Breakout/Atrium**
- **Employee Recognition Reception, April 29, 2:30 pm, Heritage Hall**