

Executive Team Meeting Notes
March 2, 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

Agenda

1. Follow-Up – Special Olympics	Presenter: Ms. Jaynes	ET Lead:
Ms. Jaynes will notify Ms. Smovir to move forward with organizing a group of volunteers for the 2020 Special Olympics Summer Games in May. Ms. Roberts will determine which non-CUF funds will be able to purchase volunteer t-shirts, which can be used for future volunteer events.		
2. Vision, Values, Tag Line	Presenter: All	ET Lead:
After reviewing the GFC MSU Vision and Values, the Executive Team determined these do not need to be updated at this time. The Tagline will be reviewed - What is appealing to the community? What is unique to us? Other campus members will be included in this discussion.		
3. Youth Business Show Case	Presenter:	ET Lead:
Dr. Wolff will contact the Great Falls Area Chamber of Commerce President to see if a Youth Business Showcase could be tied into their annual Shark Tank event.		
4. Other	Presenter:	ET Lead:
Online Learners - Dr. Wolff will visit with the appropriate campus staff regarding a class for adults on how to be a successful online learner.		

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**