<div align="center">

**Executive Team Meeting Notes**
**January 23, 2018 | 8:30 – 10:00 a.m. | Room G2**

</div>

***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 | Dr. Darryl Stevens, Chief Financial Officer |
| Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer | Mr. Lewis Card, Executive Director of Communications, Marketing & Development |

<div align="center">

**Agenda**

</div>

| 1.  Healthcare Completion Degree Updates | ***Presenter:*** *Dr. Pasek* | ***ET Lead:*** *n/a* |
|---|---|---|

*Notes:* Dr. Pasek will work with the UW RIDE for dental hygiene bachelor's completion and Boise State for respiratory care bachelor's completion.

| 2.  University Center:  Where are we on our overall goal? | ***Presenter:*** *Dr. Pasek* | ***ET Lead:*** *All* |
|---|---|---|

*Notes:* The University Center discussions across the MSU system have not gained traction. Dr. Pasek will continue to create and maintain articulation agreements. A name change for the University Center project is being considered.

In regards to Seamless MSU, Ms. Bonilla will provide Dr. Wolff details of an issue with sharing student information through a shared system.

| 3.  Privacy | ***Presenter:*** *Ms. Bonilla* | ***ET Lead:*** *n/a* |
|---|---|---|

*Notes:* Everyone on campus needs to consider confidentiality and privacy when discussing personnel issues or individuals outside of offices.

| 4.  Mandatory Orientation | ***Presenter:*** *Dr. Wolff* | ***ET Lead:*** *Ms. Bonilla and Drs. Pasek and Stevens* |
|---|---|---|

*Notes:* Discussion on separating the skills orientation from the college culture orientation is moving forward. Dr. Stevens will assist with identifying a funding source for the new orientation videos. Perkins' funding is being considered, depending upon the desired time of implementation. The initial expense is one-time only and there will be ongoing annual costs.

Ms. Bonilla and Drs. Pasek and Stevens will work together to develop a skills (D2L) training and expectations orientation for students prior to the first day of classes.

| 5.  Service Learning & Community Engagement for Students | ***Presenter:*** *Dr. Wolff* | ***ET Lead:*** *Mr. Card* |
|---|---|---|

*Notes:* A baseline of current Service Learning will be established from which to determine the desired increase as part of the college goal. Mr. Card has submitted a request to Montana Campus Compact regarding a service learning tracking method and will follow-up. Joshua Archey will be visiting with faculty about community engagement to gauge interest rewarding students for participating in any service activities. To summarize:
- What do we mean by increase?
- What is our goal?
- What are we doing already?

| 6.  Analysis Committee | ***Presenter:*** *Dr. Wolff* | ***ET Lead:*** *Dr. Wolff* |
|---|---|---|

*Notes:* The SEM Team has been dissolved and a new College Analysis Committee will be formed. The new committee will provide the analysis portion of CPBAC in support of planning and budgeting. Their work will be directed by Dr. Wolff in consultation with the Executive Team.

| 7.  Area Work Study/Front Desk Coverage | ***Presenter:*** *Ms. Jaynes* | ***ET Lead:*** |
|---|---|---|

*Notes:* Mr. Card and Dr. Pasek will visit about the transition of Help Desk supervision later this month. It was proposed to possibly having a help desk worker cover the front desk when Tyler Menzel is out of the office.

## Upcoming Events

**January**
- **AIMA Listening Session with Angela McLean** *January 23, 10:00 am, Heritage Hall*
- **United Way Annual Meeting** *January 23, 5:00 p.m., DA Davidson Liberty Building Lower Level*
- **Economic Outlook Seminar** *January 24, 8:00 am, Hilton Garden Inn*
- **Blood Drive** *January 29, 8:00 am-3:30 pm, Heritage Hall*

**February**
- **MSU's 125th Year Celebration** *February 16-17, MSU in Bozeman*
- **No Smile Left Behind/Community Dental Day & Health Fair** *February 24, 9:00 am-3:00pm*

**March**
- **Board of Regents Meeting** *March 8-9, UM Western*

**April**
- **NWCCU Mid-Cycle Site Visit** *April 19-20*
- **Employee Recognition Reception** *April 11, 3:30 pm, Heritage Hall*

**May**
- **Board of Regents Meeting***, May 23-24, MSU-Northern*