

**Executive Team Meeting Noes**  
**January 30, 2018 | 8:30 – 10:00 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

Dr. Darryl Stevens, Chief Financial Officer

Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer - **Absent**

Mr. Lewis Card, Executive Director of Communications, Marketing & Development

**Strategic Agenda**

<b>1. Enrollment/Budget</b>	<b>Presenter:</b> <i>Dr. Stevens</i>	<b>ET Lead:</b>
<i>Notes:</i> The FY19 budget must be submitted to OCHE by February 9. During the recession, our enrollment increased 30%, and since the peak, we have declined 22%. Census data should be available next week regarding the current semester enrollment.		
<b>2. Follow-up from Friday's Retreat</b>	<b>Presenter:</b> <i>Dr. Pasek</i>	<b>ET Lead:</b>
<i>Notes:</i> Dr. Pasek and Ms. Bonilla met with their directors to present an overview of the vision for the college. They will be focusing on the purpose, path and plan for students, as well as the high impact practices (HIPs) already in development. There is a request for definitions to clarify the precise expectations of their work. Ms. Bonilla and Dr. Pasek will craft an operational plan that includes a timeline for their directors. It was noted there will be some policy changes. The process will be documented closely. Dr. Stevens will request the data on the number of night courses taught and their enrollments over the past 10 years.		

**Upcoming Events**

**February**

- **MSU's 125<sup>th</sup> 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*