

Executive Team Meeting Notes
February 13, 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	Mr. Lewis Card, Executive Director of Communications, Marketing & Development – Absent

Guests:

Priscilla Azure, Executive Assistant to Lifelong Learning	Laramie Smovir, Enrollment Specialist
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Strategic Agenda

1. MUSSA	Presenter: <i>Priscilla Azure & Laramie Smovir</i>	ET Lead: <i>Dr. Wolff</i>
<p>Priscilla Azure and Laramie Smovir visited the Executive Team as members of the Great Falls College MSU Staff Senate. Over the past year, the Staff Senate has crafted a constitution and bylaws to govern the group. No discussions will take place regarding union issues during the Senate meetings. The goal of the Staff Senate is to improve morale and retention – based on Montana University System Staff Association (MUSSA) discussions. Of note, Ms. Smovir is President of the GFC MSU Staff Senate, while Ms. Azure is Vice President, in addition to holding the position of Chair in the State MUSSA. The Senate is working on the creation of a webpage on the GFC MSU website that will be linked under governance.</p> <p>The Staff Senate has requested participation and membership on three campus committees: Curriculum Committee, Tenure & Promotion, and Internal Program Review. They have been referred to each Committee Chair for further discussion.</p>		
2. Professional Development	Presenter: <i>Dr. Stevens</i>	ET Leads:
<p>Dr. Stevens and Ms. Roberts would like to ensure the Executive Team members are aware of requests for professional development funds from their areas. Ms. Bonilla and Dr. Pasek will visit with their directors to determine needs for the rest of FY18. A follow up discussion will take place at the next Executive Team meeting.</p>		
3. AIMA	Presenter: <i>Dr. Pasek</i>	ET Leads:
<p>Dr. Pasek shared the recommendations that OCHE has given us regarding American Indian and Minority Achievement (AIMA) Council. There will be reallocation of resources to ensure compliance. <i>See attachment 1.</i></p>		
4. Suicide Prevention Grant	Presenter: <i>Dr. Pasek</i>	ET Leads:
<p>A faculty member has requested GFC MSU apply for a Suicide Prevention grant. Dr. Pasek has forwarded to Jeri Pullum for review to determine if it is a feasible grant for the college. The RFP is due on Feb 20. The grant would strengthen the things we do with counseling and crisis work. Ms. Bonilla will review it today and provide feedback to Dr. Pasek.</p>		

Upcoming Events

February

- **White Scripts and Black Supermen: Black Masculinities in Comic Books** *February 14, 1-2:30, B101*
- **MSU's 125th Year Celebration** *February 16-17, MSU in Bozeman*
- **Unpacking White Privilege in Montana** *February 20, 1-3pm, Heritage Hall*
- **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*
- **Scholarship Reception** *March 28, 11:30 am, Heritage Hall*

April

- **NoMore Violence Week** *April 2-6, Heritage Hall*
- **Employee Recognition Reception** *April 11, 3:30 pm, Heritage Hall*
- **NWCCU Mid-Cycle Site Visit** *April 19-20*

May

- **Commencement** *Saturday, May 5, 4:00 pm, McLaughlin Center*
- **Board of Regents Meeting**, *May 23-24, MSU-Northern*

Montana University System American Indian and Minority Achievement Council Mission Statement

The Montana University System strives to be a premier public higher education system in the country for American Indian students, administrators, faculty and staff.

Every Montana University system institution will do everything it can to remove barriers, obstacles and challenges that hinder student success.

The Montana University System is committed to working with Montana Tribal Colleges to ensure mutually beneficial relationships and student success.

The AIMA Council recommends all campuses present a proposal to the Board of Regents by March 2018 that indicates how they will:

- 1) Identify an individual at each campus who is at a more senior level who will serve point of contact for American Indian students. This person will work with college/university leadership to advise retention and completion strategies for American Indian students. The individual will also be available as a first point of contact to guide American Indian students to the appropriate college personnel as needed to address problems or specific needs.
- 2) Assign departmental points of contact who have the unique “cultural perspective” to serve American Indian students most effectively in the areas of (these efforts will be coordinated by the individual identified in recommendation #1):
 - a. Financial Aid
 - b. Residence Life and Housing
 - c. Admissions
 - d. Students Health and Counseling
 - e. Registrar
 - f. Human Resources
 - g. Advising
- 3) Collect and share basic data on American Indian students relative to improving the use of data and information to investigate American Indian enrollment and student success.
- 4) Provide a common American Indian cultural and sensitivity professional development for all faculty and staff.
- 5) Request campuses to incorporate American Indian professional development referenced in recommendation #4 in all new employee orientation including faculty.

	Action Plan	Next Steps	Person Responsible	Implementation Date
Recommendation 1: Senior level point of contact.	N/A	N/A	Dr. Heidi Pasek, CAO	Immediately
Recommendation 2: Department points of contact.	Notify member of Joint Directors of their role in supporting our Native American students.	Training of key individuals by Mike Jetty or Florence Garcia.	<ul style="list-style-type: none"> • Joe Simonsen, Admissions Director • Troy Stoddard, Director of Advising • Leah Habel, Financial Aid Director • Kathy Meier, Director of Disability Services • Dena Wagner-Fossen, Registrar • Dr. Leanne Frost, Director of General Studies • Dr. Frankie Lyons, Director of Health Sciences • Dr. Sandy Bauman, Director of Academic Success • Joel Sims, Director of Trades • Joshua Archey, Student Activities Coordinator 	Spring 18
Recommendation 3: Data collection and dissemination.	Provide necessary requests for data as needed	Ongoing	Eleazar Ortega, Institutional Researcher and Data Analyst	Spring 18
Recommendation 4: Professional development.	Provide annual professional development for both faculty and staff.	Faculty Training – January 2018	Dr. Sandy Bauman, Director of Academic Success	Spring 18

		Staff Training – Spring 2018		
Recommendation 5: Dissemination of professional development.	<ul style="list-style-type: none"> • Currently provide formal training – training is archived and accessible. • Native American Studies formal coursework • Campus/Community events promoting the cultural heritage of Native Americans 	Ongoing development and implementation of cultural heritage courses and events.	Dr. Heidi Pasek, CAO	Ongoing