

Executive Team Meeting Agenda
April 17, 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

Dr. Heidi Pasek, Chief Academic Officer

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

Ms. Lorene Jaynes, Executive Assistant to the CEO/Dean

Dr. Darryl Stevens, Chief Financial Officer

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

Guests:

Ms. Dena Wagner-Fossen, Registrar

Ms. Leah Habel, Financial Aid Director

Strategic Agenda

1. Accreditation Visit	Presenter: Charla Merja	ET Lead:
Notes: Charla Merja provided a brief overview of the accreditation visit schedule taking place this Thursday and Friday, April 19 and 20.		
2. Fall 2018 Calendar	Presenter: Dena Wagner-Fossen/Leah Habel	ET Lead:
Notes: Ms. Wagner-Fossen and Ms. Habel presented a mock-up of the fall 2018 calendar. Conversations have been taking place with OCHE regarding census and end of term reporting. This transition year will provide the opportunity to review processes. Several other policies will need modification to fit the 8-Week Advantage schedule, including the following: <ul style="list-style-type: none"> • 210.1 Attendance and No Show • 211.1 Course Additions, Drop and Withdrawal • 212.1 Prerequisites • 308.1 Grading • 308.2 Tuition & Fees <p>The Executive Team approved moving forward with the Fall 2018 calendar changes.</p>		
3. Student Requirements prior to Semester Start	Presenter: Dr. Wolff	ET Lead:
Notes: Ms. Bonilla share a proposed onboarding/orientation process for new students. It was recommended to possibly hold the annual Burger Burn on the "Opening Day." The Executive Team approved moving forward with the proposal.		
4. Safety First	Presenter: Dr. Wolff	ET Lead:
Notes: Dr. Wolff reminded that at events held at the college, guests should be made aware of what to do in case of an emergency and the building needs to be vacated. This should be done up front at the same time general "housekeeping" instructions are given.		
5. Policy 300 Student Conduct & Grievance –Sections (300.51 & 300.70)	Presenter: Ms. Jaynes	ET Lead:
Notes: Policy changes are being recommended to two sections of Policy 300, Student Conduct and Grievance – section 300.51a Informal Meeting and section 300.70 Conduct Expectations. The Executive Team approved sending out for campus review.		
6. Policy 706.1 Data Stewardship	Presenter: Ms. Jaynes	ET Lead:
Notes: A new data steward ship policy has been proposed. The Executive Team approved sending out for campus review.		

Upcoming Events

April

- **PTK Meet & Greet** April 18, 11:00 am, Heritage Hall
- **Final 8-Week Advantage Information Session** April 18, 12:00 pm, B139

- **NWCCU Mid-Cycle Site Visit** *April 19-20*
- **Scholarship Reception** *April 23, 11:30 am, Heritage Hall*
- **Medical Assistant Pinning Ceremony** *April 27, 5:00 pm, R252*

May

- **Dental Hygiene Pinning Ceremony** *May 4, 4:00 pm, Civic Center Missouri Room*
- **Nursing Pinning Ceremony** *May 4, 6:30 pm, Civic Center Missouri Room*
- **Commencement** *Saturday, May 5, 4:00 pm, McLaughlin Center*
- **International Trade Day**, *May 21-22, Missoula*
- **Board of Regents Meeting**, *May 23-24, MSU-Northern*