

**Executive Team Meeting Notes**  
**May 1, 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:**

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|---|---|
| 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 |
| Ms. Carmen Roberts, Operations & Finance Manager                        |   |

**Strategic Agenda**

**1. Budget**

**Presenter:** Ms. Roberts

**ET Lead:**

*Notes:* The biennial budget (FY20-21) has been submitted to OCHE.

**2. Accreditation Report**

**Presenter:** Dr. Wolff

**ET Lead:**

*Notes:* The draft report from the visitors was received with suggestions to move forward to our 7-Year Report. Feedback from the visit is very welcome. The final report will be shared once received.

Work will be done on a centralized reporting structure for committees, possibly through CPBAC, with that group also reporting out. The Executive Team agenda will include an action plan for communicating to the appropriate constituents. Work will also be done on the gap between student learning outcomes and core themes.

**3. Summer Students**

**Presenter:** Dr. Wolff

**ET Lead:**

*Notes:* Applications are down for summer, and there were 10 students dropped for no pay.

**4. Timelines (Accreditation/Strategic Plan)**

**Presenter:** Dr. Wolff

**ET Lead:**

*Notes:* At the May 22 meeting, Dr. Pasek will provide a draft timeline for the Year Seven Accreditation Report preparation. The Executive Team will also work on timelines for other projects as needed.

**5. Mission Statement**

**Presenter:** Dr. Wolff

**ET Lead:**

*Notes:* As we are in the middle of an accreditation cycle, the Mission Statement will not be reviewed at this time. The College's goal statement, "Every student will have a purpose, plan, and path to on-time completion," will be placed under the current mission, "The mission of Great Falls College MSU is to educate and inspire you."

**6. HIPS/Operational Plan/Strategic Plan**

**Presenter:** Dr. Wolff

**ET Lead:**

*Notes:* Dr. Pasek discussed a structure that Complete College America and NASH use that will assist us with assessment and structuring our operational plan. Ms. Bonilla and Dr. Pasek will present the document to the Executive Team at the May 22 meeting.

**7. Campus Safety**

**Presenter:** Dr. Wolff

**ET Lead:**

*Notes:* Dr. Stevens is working on table top exercises for emergency situations on campus. We will need to be especially mindful of employees here after 5:00 p.m.

**Upcoming Events**

**May**

- **Surgical Technology Pinning Ceremony** May 3, 6:00 pm, 3-D Restaurant
- **Spring Choral Concert** May 3, 7:00 pm, Heritage Hall

- **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*