

**Executive Team Meeting Notes**  
**May 22, 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
Ms. Carmen Roberts, Operations & Finance Manager	

**Guests:**

Ms. Dena Wagner-Fossen	Ms. Jillian Ehnot
Ms. Jeri Pullum	Ms. Eleazar Ortega
Mr. Joshua Archey	

**Strategic Agenda**

<b>1. Bank Signatory</b>	<b>Presenters:</b> Ms. Roberts	<b>ET Lead:</b> Ms. Roberts
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*Notes:* The signatories for Stockman Bank account need to be updated. Darryl Stevens will be removed, and Mary Kay Bonilla will be added as a fourth signer in addition to Carmen Roberts, Jillian Ehnot, and Susan Wolff.

<b>2. Truth Initiative</b>	<b>Presenters:</b> Joshua Archey	<b>ET Lead:</b> Ms. Bonilla
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*Notes:* Great Falls College MSU received a Truth Initiative Grant for a little over \$18,000 to assist with the transition to a tobacco free campus. A task force has being created that includes students, faculty, and staff. Mr. Archey requested a member of administration, or designee, be on the task force based on the grant application. Dr. Pasek agreed to serve.

This is a student driven venture with the main focus with students ages 18-24. However, the task force will be taking two paths to meet all student age groups. The student leaders on the task force gathered a group of about 25 students a few weeks ago to do a cigarette butt cleanup. On this campus, the group collected about 3.5 pounds of cigarette butts not placed in receptacles.

<b>3. College Analysis Committee</b>	<b>Presenters:</b> CAC Members	<b>ET Lead:</b> Dr. Pasek
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*Notes:* See attachment 1.

The College Analysis Committee (CAC) provided an update on where they are with their current initiatives, while seeking input on how this work ties into the strategic and operational plans. Ms. Pullum suggested CAC look at the data and notify the Executive Team what data should be attended to. It was reminded to take the accreditors recommendation of asking “So what?” when determining a data request to ensure it is what is needed. Are we asking the right questions? Discussions and decisions on data points and what questions we want answered need to continue.

It was noted that the data for the Online SEM initiative showed some interesting results. Montana county enrollment has remained stable, with the exception of Cascade County in which enrollment has declined.

<b>4. Policy 313.15 Testing Center Fee</b>	<b>Presenter:</b> Ms. Jaynes	<b>ET Lead:</b> Ms. Jaynes
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*Notes:* The Executive Team recommends a \$15 fee for the non-campus student testing fee.

<b>5. UC/1MSU Joint Leadership Retreat</b>	<b>Presenter:</b> Dr. Wolff	<b>ET Lead:</b> n/a
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*Notes:* No questions or concerns regarding notes from Dr. Wolff’s meetings.

<b>6. Planning</b>	<b>Presenter:</b> Dr. Pasek & Ms. Bonilla	<b>ET Lead:</b> Dr. Pasek/Ms. Bonilla
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*Notes:* The data being gathered will be fine-tuned to determine what needs to be used for the operational plan. The focus will be on data gathered to ensure students have a Purpose, Plan, and Path. Granular measures will be chosen and reviewed consistently over time. Once the data flow is determined, the operational plan will be put in place. It is hoped to have the work completed over the summer and shared during the fall semester kick off.

<b>7. ET Retreat</b>	<b><i>Presenter: Dr. Wolff</i></b>	<b><i>ET Lead: Dr. Wolff</i></b>
<i>Notes:</i> The Executive Team Retreat will take place on Tuesday, July 17.		

Upcoming Events

May

- **International Trade Day**, *May 21-22, Missoula*
- **Board of Regents Meeting**, *May 23-24, MSU-Northern*
- **Memorial Day** *May 28, OFFICES CLOSED*