

**Executive Team Meeting Notes**  
**June 19, 2018 | 8:30 – 9:30 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	Ms. Carmen Roberts, Operations & Finance Manager
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer	Mr. Lewis Card, Executive Director of Communications, Marketing & Development-absent
Dr. Darryl Stevens, CFO	

**Strategic Agenda**

<b>1. Native American Preview Day</b>	<b>Presenters:</b> <i>Dr. Pasek</i>	<b>ET Lead:</b> <i>Dr. Pasek</i>
A small group is planning a Native American Preview Day, which will be similar to College in Day but focused on Native American students. The Executive Team approved moving forward with the event.		
<b>2. BOR Items Update</b>	<b>Presenters:</b> <i>Dr. Pasek</i>	<b>ET Lead:</b> <i>Dr. Pasek</i>
<ul style="list-style-type: none"><li>• The annual Tribal Relations Report has been submitted to OCHE.</li><li>• Common Course Numbering is under review by OCHE.</li><li>• Faculty operating agreements have been ratified.</li><li>• Academic Program Plans from MSU have been submitted to OCHE.</li></ul>		
<b>3. MUS Update</b>	<b>Presenter:</b> <i>Dr. Wolff</i>	<b>ET Lead:</b> <i>Dr. Wolff</i>
Governor Bullock welcomed MUS CEO's and OCHE leadership to a gathering at his home last week to thank them for their hard work during his time as Governor.		
<b>4. Miscellaneous</b>	<b>Presenter:</b> <i>Dr. Pasek/Ms. Roberts</i>	<b>ET Lead:</b>
<ul style="list-style-type: none"><li>• The Executive Team approved rehiring the assistant to the CAO position.</li><li>• Tentative Office Moves<ul style="list-style-type: none"><li>○ Dr. Stevens will move to the b-wing.</li><li>○ Dr. Pasek moving into Dr. Stevens' office<ul style="list-style-type: none"><li>▪ Assistant outside HR</li></ul></li><li>○ Ms. Roberts will move into Dr. Pasek's office</li></ul></li></ul>		

**Upcoming Events**

**June**

- **MUS Leadership Meeting** *June 26-27,*

**July**

- **Independence Day** *July 4, Office Closed*
- **Executive Team Retreat** *July 17*

**August**

- **Fall Welcome Back – Faculty** *August 22, 9am, B101*
- **Classes Begin** *August 27*

**September**

- **Labor Day** *September 3, Office Closed*
- **Fall Welcome Back – Staff** *September 21, 9am, B101*