

Executive Team Meeting Notes
July 10, 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	Ms. Carmen Roberts, Interim CFO
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer	Mr. Lewis Card, Executive Director of Communications, Marketing & Development-absent

Strategic Agenda/Executive Session

1. Carroll College Visit	Presenters: <i>Dr. Wolff</i>	ET Lead: <i>Ms. Jaynes</i>
<i>Notes:</i> The Executive Team will visit Carroll College on August 1 to provide information about the prioritization process. Ms. Jaynes will collect materials to share with the Carroll team. It was recommended to talk about the open forums and how the media was handled afterwards, as well as share information regarding creating a resource team and keeping the prioritization committee membership anonymous.		
2. MSU Admin & Finance Visit	Presenters: <i>Dr. Wolff</i>	ET Lead: <i>Ms. Jaynes</i>
<i>Notes:</i> The Administration and Finance Office at MSU in Bozeman requested a visit to GFC later this summer but has postponed due to conflicting schedules.		
3. Research Roadshow	Presenter: <i>Dr. Wolff</i>	ET Lead: <i>Dr. Pasek</i>
<i>Notes:</i> OCHE will be bringing a Research Roadshow to Great Falls on October 3. Dr. Pasek will keep the Executive Team apprised of the planning taking place through the ARSA Committee.		
4. OCHE Debrief	Presenter: <i>Dr. Wolff</i>	ET Lead: <i>Dr. Wolff</i>
<i>Notes:</i> Attendees to the recent MUS Leadership meeting in Helena should submit their top three takeaways and send to Dr. Wolff. The next meeting is being planned for October.		
5. Special Funding	Presenter: <i>Ms. Roberts</i>	ET Lead: <i>Ms. Roberts</i>
<i>Notes:</i> GFC MSU was awarded a \$20,000 grant from OCHE from Strada Funds to accomplish the goals outlined in “Extending Prior Learning Assessment Across Montana for Veterans and Adult Learners, Phase II.” Details on funding use is still in discussion.		

Upcoming Events

July

- **BOR Conference Call** *July 13, 9am*
- **Executive Team Retreat** *July 17*
- **PTA Pinning Ceremony** *July 20, 5pm, Heritage Hall*

August

- **GFC MSU Executive Team visit to Carroll College** *August 1*
- **Innovate Montana Conference** *August 9, Billings*
- **New Employee Orientation** *August 21*
- **Fall Welcome Back – Faculty** *August 22, 9am, B101*
- **Opening Day for Students** *August 25*
- **Classes Begin** *August 27*

September

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