

Executive Team Meeting Notes
July 24, 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, Operations & Finance Manager

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

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

Guests:

Ms. Kelsey Kojetin, New Student Coach

Mr. Troy Stoddard, Advising and Career Center Director

Strategic Agenda/Executive Session

1. Orientation/Opening Day

Presenters: *Troy Stoddard & Kelsey Kojetin*

ET Lead: *Ms. Bonilla*

Notes: The Orientation process has been modified to divide new student tasks into more digestible pieces, and Essential Start has been revamped to multiple 2 hour offerings throughout the two weeks prior to classes beginning.

New this year is Opening Day, which will be held on Saturday, August 25 from 11am to 2pm. New students are required and their families are welcome to attend. Childcare will be available.

Following a barbecue, a draft schedule includes: Campus Tour, Disability Services, Veterans' Success Center, Native American Enrichment Center, Career Exploration, Learn about Programs (broken out by division), Time Management Hacks, Note Taking, Financial Aid, Get Familiar with D2L, What's Student Central, Get Involved-Student Organizations, and sessions for family members.

Ms. Kojetin and Mr. Stoddard will continue working with faculty and staff to finalize the events.

2. Probation Practices

Presenters: *Troy Stoddard*

ET Lead: *Ms. Bonilla*

Notes: The GFC MSU Catalog currently includes Academic Progress Standards that state when a student goes on probation, they are limited to 13 credits in spring and 7 credits in the summer. Research on probation best practices did not find limiting credits to be effective. It is being proposed to remove the limit on credits and instead work with each student individually to identify what works best for each.

The Executive Team voted unanimously to move forward with the change in the verbiage in the catalog. It will be presented to Faculty Senate as an information item at their first meeting this fall.

3. Budget

Presenter: *Ms. Roberts*

ET Lead: *Ms. Roberts*

Notes: With the FY18 budget surplus, IT will purchase a new server, and the parking lot will be resurfaced. With the FY19 salary savings, it is recommended to place a portion in the professional development pool and to adjust for a 3% decline in revenue.

4. Solar

Presenter: *Ms. Roberts*

ET Lead: *Ms. Roberts*

Notes: The Montana DEQ did an assessment on different state sites of what the cost would be for solar energy. GFC MSU's options for solar panels would be in the field to the south, as it would require a 150' ground array to generate 50 kW. This would offset 4% of our energy usage, and it would pay for itself in 21.5 years. Fiscally, this is not feasible at this time. However, California is now requiring all new buildings to include solar power, so it is hoped this will drive the costs down.

5. Retreat Follow-Up

Presenter: *All*

ET Lead:

Notes: Dr. Pasek and Ms. Bonilla have sketched out the operational plan and are continuing work on the strategic plan layout.

Upcoming Events

August

- **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, 11am-2pm*
- **Classes Begin** *August 27*

September

- **Labor Day** *September 3, Office Closed*
- **EAT Day** *September 5, 9am-2pm*
- **Fall Welcome Back – Staff** *September 21, 9am, B101*