

## Executive Team Meeting Notes

August 8, 2017

8:30 – 10:00 a.m. | Room G2

### In attendance:

Dr. Susan J. Wolff, CEO/Dean

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

Ms. Lorene Jaynes, Executive Assistant to the CEO/Dean

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

Dr. Darryl Stevens, Chief Financial Officer

### Absent:

Dr. Heidi Pasek, Chief Academic Officer

## I. Agenda

### 1. LRBP Visit *ET Lead – Dr. Stevens*

The LRBP visit will be held on September 20. Terry Leist, Tracy Ellig, President Cruzado, and Dan Stevenson from MSU in Bozeman, and Ron Muffick from the Commissioner's Office will be in attendance along with the GFC MSU Executive Team, local legislators, and the Executive Advisory Council.

GFC MSU's request will be for a new dental clinic/lab space. Data from the dental hygiene program and a previous report will be compiled once final numbers are received from the architect. Updated data for the Academic Success Center and the Veterans' Success Center will also be available. Dr. Stevens will meet with Carmen Roberts and Gary Smart to determine space use and costs to refurbish the current dental area.

### 2. 8-week Course Block *ET Lead – Ms. Bonilla*

Dr. Wolff met with the Division Directors last Friday at their retreat. She noted that GFC MSU's focus is on quality. The State Worker Demand report showed excellent numbers on how we are supporting our community. The 8-week block schedule does pose challenges with student affairs. Ms. Bonilla will provide the Executive Team with information shared last spring in regards to what Student Services will need to make the 8-week block schedule successful, as well as a staffing model for student affairs. It was asked if the students who left after the first 8 weeks ever come back? At this time, it was recommended to be patient to let the new student coach and structured scheduling work. Ms. Bonilla will return with a report on her findings in one year.

### 3. AACRAO Report Themes – Feedback *ET Lead – Ms. Jaynes*

Grace and Dena will roll out the report at Joint Directors this Thursday. Dr. Wolff will send an email to campus with report links, which Mr. Card will put on the website.

### 4. OneMSU Symposium Student Participation *ET Lead – Ms. Jaynes*

Ms. Jaynes will send the draft agenda for the November 1-2, 2017 OneMSU Symposium to the Executive Team. This year's event will be held at MSU in Bozeman.

### 5. No Smoking on Campus Grant *ET Lead – Ms. Bonilla*

<https://truthinitiative.org/collegegrant>

Truth Initiative grant is available for up to \$20,000. GFC MSU would become a tobacco-free campus. The grant would provide education and information for campus. Josh Archey will apply with Jeri Pullum's assistance.

### 6. Performance Evaluations *ET Lead – Ms. Bonilla*

We need PEs that can stand up to someone who is not performing, but we need to have PEs that are useful to those who are performing well. Helpful to have mid-year meetings to review how goals are proceeding. We need to hold people accountable to their job descriptions. Mallory will be asked to review the process.

### 7. 911 Response *ET Lead – Dr. Stevens*

GFC MSU needs a plan for 911 responses on campus. Technology issues need to be reviewed, and the Executive Team needs to have a better communication system.

## II. Upcoming Events

- **Fall 2017 Welcome Back** *August 14, 9:00 a.m., Heritage Hall*
- **New Employee Orientation** *August 16*
- **Classes Begin** *August 28*
- **Board of Regents** *September 13-14, Montana Tech*
- **OneMSU Symposium** *November 1-2, MSU in Bozeman*