

Executive Team Meeting Notes

August 15, 2017

8:30 – 10:00 a.m. | Room G2

Executive Team

Dr. Susan J. Wolff, CEO/Dean

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

Dr. Heidi Pasek, Chief Academic 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

I. Agenda

1. OneMSU Symposium *ET Lead – Dr. Wolff*

Dr. Wolff attended the OneMSU Retreat with MSU leadership last week. The group continued their review of the OneMSU Symposium agenda, and Dr. Wolff has shared the draft with the GFC MSU Executive Team. All campuses are now working on who will attend the Symposium on November 1 & 2.

2. FERPA Policy *ET Lead – Ms. Bonilla*

MSU Legal Counsel reviewed our FERPA policy and recommended we reference the federal policy and continue with our campus procedures. Changes will be made as directed.

3. Administrative Program Review *ET Lead – Dr. Stevens*

Dr. Stevens brought forward a rough draft of an Administrative Program Review document.

Noted:

- The Administrative Program Review may be a comparison over time of a department to itself, as no comparable data is available.
- To quantify the need for additional personnel on the administrative side, documentation must show workload.
- How do we assess the professional development data once it is tracked? How does it compare to other areas?
- Information regarding outsourcing and shared services will be included.
- Include a scoring rubric – review prioritization process scoring and Academic Program Review language.
- Research business models that may work.

An Administrative Program Review committee will be formed. The Administrative Program Review will be piloted this fall with two or three areas. Having this data for the legislature and BOR will be important as they look at University System funding.

4. Makerspace/Research Center *ET Lead – Drs. Stevens & Pasek*

The NANSLO Lab is in the process of being dismantled. The equipment will be dispersed as needed in the classrooms, and remaining equipment will remain in the current space.

Dr. Pasek requested turning that space into a research room and general lab are where people are able to work on research projects. A Makerspace area is also desired, but staffing would need to be determined.

It was determined the room will be able to be used as requested by Dr. Pasek with the understanding that things may change once an internal space study is completed.

5. Academic Affairs Position Update

Dr. Pasek will visit with Human Resources and the CFO regarding an Academic Affairs position update.

II. Upcoming Events

- **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