

**Executive Team Meeting Notes**  
**September 4, 2018 | 8:30 – 11:00 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 **absent**

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

**Agenda**

<b>1. Student Information Posting</b>	<b>Presenters:</b> <i>Dr. Wolff</i>	<b>ET Lead:</b> <i>Mr. Card</i>
The Executive Team discussed alternatives to providing information to campus visitors, faculty, staff, and students including digital signage. Mr. Card will research and bring a recommendation back to the Executive Team.		
<b>2. Service Learning</b>	<b>Presenters:</b> <i>Mr. Card</i>	<b>ET Lead:</b> <i>Mr. Card</i>
Mr. Card has been working with Campus Compact to finalize service learning and civic engagement forms. They will be available soon.		
<b>3. One, Two, Free</b>	<b>Presenters:</b> <i>Dr. Wolff</i>	<b>ET Lead:</b>
“One, Two, Free” was announced last week by Governor Bullock and Commissioner Christian. The initiative goes into effect immediately for high school students enrolled in dual enrollment courses. Details are being worked out by OCHE staff.		

**Upcoming Events**

**September**

- **EAT Day** *September 5, 9am-2pm*
- **Board of Regents Meeting** *September 12-13, MSU Billings*
- **Fall Welcome Back – Staff** *September 21, 9am, B101*
- **Great Falls Chamber Annual Dinner** *September 27, 5:30 pm, Heritage Inn*