

**Executive Team Meeting Agenda**  
**October 9, 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 *Absent*

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

**Agenda**

**1. Little Green Button**

**Presenters:** Ms. Roberts

**ET Lead:** Ms. Roberts

Ms. Roberts shared a video regarding Little Green Button software. It is a button on the computer desktop that, when clicked, sends a message to other users requesting assistance. This software is not for a crisis situation, but rather for when closed door meetings are getting uncomfortable or tense. It is an inexpensive solution to help people feel safer in their office space. The company also has a physical button available that may work for the classroom environment. Further information will be gathered to determine the best option for classrooms.

The Executive Team approved moving forward with purchasing the Little Green Button software. Information will be gathered on the physical button to determine its appropriateness and if a mobile option is available.

**Upcoming Events**

**October**

- **Service Saturday** *October 13, 9:00am, Salvation Army*
- **Veteran's Appreciation Barbecue** *October 17, 11:00am, West Lawn outside Atrium, weather permitting*
- **MSU Administration & Finance Visit** *October 24 (TENTATIVE), all TBD*
- **Annual Soup Tour** *October 31, 11:30am-1:00pm*
- **Soup Tour/Costume Reception** *October 31, 2:30pm, Heritage Hall*

**November**

- **Election Day** *November 6, Offices Closed*
- **Service Saturday** *November 19, 10:00am, St. Vincent De Paul*
- **Veteran's Day** *November 12, Offices Closed*
- **Manufacturing Jobs Summit**, *November 9, Kalispell*
- **Board of Regents**, *November 15-16, UM Missoula*
- **Thanksgiving**, *November 22-23, Offices Closed*

**December**

- **Service Saturday** *December 1, 9:00am, Rescue Mission*
- **Holiday Luncheon** *TBD*