

**Executive Team Meeting Notes**  
**December 4, 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

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

**Agenda**

<b>1. Academic Affairs: Staffing Changes &amp; New Positions</b>	<b>Presenter:</b> <i>Dr. Pasek</i>	<b>ET Lead:</b> <i>Dr. Pasek</i>
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Dr. Pasek proposed several changes in Academic Affairs and will send more information via email. Once a final draft is complete, she will move the proposal forward to CPBAC.

<b>2. Planning Update</b>	<b>Presenter:</b> <i>Dr. Pasek</i>	<b>ET Lead:</b> <i>Dr. Pasek</i>
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The College Assessment-Analysis-Accreditation Committee (CAAAC) has been focusing their efforts on student success. They are reviewing core themes, as well as working on how to better measure how college services tie back to student success.

<b>3. Trash Cans/Facilities Staffing</b>	<b>Presenters:</b> <i>Ms. Roberts</i>	<b>ET Lead:</b> <i>Ms. Roberts</i>
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Ms. Roberts shared information from another campus that has removed trash receptacles in classrooms and offices. There was a considerable cost savings in facilities staff time, as well as in purchasing fewer plastic trash bags. The campus also placed recycling bins in common areas. The GFC MSU Administrative Suite will remove garbage cans from offices, and Ms. Roberts will check into options for recycling pick up.

<b>4. 8-Week Assessment Timeframe</b>	<b>Presenter:</b> <i>Dr. Wolff</i>	<b>ET Lead:</b>
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An 8-Week Advantage Survey has been sent to faculty, staff, and students. Results will be assessed in late December/early January.

**Upcoming Events**

**December**

- **MUS Campus Input Session** *December 11, 10:00am, Carroll College*
- **Holiday Luncheon** *December 14, 11:30am, Heritage Hall*
- **Christmas Holiday** *December 25, Offices Closed*

**January**

- **New Year's Holiday** *January 1, Offices Closed*
- **BOR Meeting** *January 8, Helena*
- **Business Days at the Capitol** *January 7-8, Helena*
- **Classes Begin** *January 9*