

**Executive Team Meeting Agenda**  
**December 18, 2017 | 3:00 – 4:00 pm | 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

Dr. Heidi Pasek, Chief Academic Officer

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

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

Dr. Darryl Stevens, Chief Financial Officer

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

**Guests:**

Mr. Troy Stoddard, Advising & Career Center Director

**Guests**

**1. Online Orientation**

**Presenter:** Ms. Bonilla & Mr. Stoddard

**ET Lead:** Ms. Bonilla

**Notes:**

Mr. Stoddard shared the current online orientation available for new students noting that the online and in person orientations present totally different information. At the OneMSU Symposium, Dr. Gardner talked about the importance of the first-year experience – purpose, relationships and engagement. We would like our orientation to meet these best practices, and Essential Start does not fit. The “course” takes students approximately 4 hours to go through.

GFC MSU would like to provide a new student orientation providing them what they really need including tools outside of the orientation to which they can refer back.

The initial start up costs are quite high, but the annual costs for upkeep can be covered by the orientation fee. The Executive Team supports moving forward the process of preparing an RFP.

**Upcoming Events**

**December**

- **Great Falls Chamber Open House** *December 20, 10:00 am – 12:00 pm, Chamber Office (100 1<sup>st</sup> Ave N)*
- **Christmas Holiday** *December 25, CAMPUS CLOSED*

**January**

- **New Year’s Day Holiday** *January 1, CAMPUS CLOSED*
- **Classes Begin** *January 10*
- **Montana Chamber’s Business Days at the Capitol** *January 10-11, Helena*
- **Martin Luther King, Jr. Day Holiday** *January 15, CAMPUS CLOSED*
- **Economic Outlook Seminar** *January 24, 8:00 am, Hilton Garden Inn*

**February**

- **MSU’s 125<sup>th</sup> Year Celebration**, *February 16-17, MSU in Bozeman*