

Executive Team Meeting Notes
December 18, 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

1. Long Range Building Program

Presenter: *Lewis Card*

ET Lead:

The college's dental hygiene program expansion is on the Governor's budget through the infrastructure bill.

2. Two-Year College Research Day

Presenter: *Dr. Wolff*

ET Lead:

OCHE has requested date selection for the 2019 Two-Year College Research Day, which will be hosted by Highlands College. Once they have collected input from all of the campuses, a final date will be chosen.

3. CCA & the 8-Week Advantage

Presenter: *Dr. Pasek*

ET Lead:

Dr. Pasek attended a meeting in Helena with representatives from Complete College America. They are very excited about the work we are doing with the 8-Week Advantage and have featured it on their website. We look forward to working with them as we bring the program up to scale.

Upcoming Events

December

- **Christmas Holiday** *December 25, Offices Closed*

January

- **New Year's Holiday** *January 1, Offices Closed*
- **Business Days at the Capitol** *January 7-8, Helena*
- **BOR Meeting** *January 8, 10am, Conference Call*
- **Classes Begin** *January 9*
- **CPBAC Meeting** *January 25, 8am, B108*
- **2019 Economic Outlook Seminar** *January 30, 8am, Hilton Garden Inn*

February

- **President's Day Holiday** *February 18, Offices Closed*

March

- **Board of Regents** *March 7-9, Helena College UM*
- **2nd 8-Week Block Begins** *March 13*

May

- **Commencement** *May 4, TBA*
- **Board of Regents** *May 22-23, Great Falls College MSU*