

**Executive Team Meeting Notes**  
**March 22, 2018 | 1:00-2:00 p.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

Dr. Darryl Stevens, Chief Financial Officer

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

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

**Strategic Agenda**

<b>1. 2019 Spring Break</b>	<b>Presenter:</b> Ms. Bonilla	<b>ET Lead:</b>
<i>Notes:</i> The Executive Team decided to move forward Option 2 for the 2019 Spring Break – starting March 7 and ending March 12.		
<b>2. 8-week Block Name</b>	<b>Presenter:</b> Dr. Wolff	<b>ET Lead:</b>
<i>Notes:</i> 8-Week Advantage has been proposed. More information will be available and further discussion will take place at the next meeting.		
<b>3. Year 7 Report &amp; Strategic Plan Timeline</b>	<b>Presenter:</b> Dr. Wolff	<b>ET Lead:</b>
<i>Notes:</i> Dr. Wolff charged the Executive Team to create and follow timelines for the Year 7 Report and the Strategic and Operational Plans. Progress will be monitored at monthly meetings.		

**Upcoming Events**

**March**

- **Fresh Food Forum** March 24, 8:00 am-4:00pm, Heritage Hall/Various Rooms

**April**

- **NoMore Violence Week** April 2-6, Heritage Hall
- **Employee Recognition Reception** April 11, 3:30 pm, Heritage Hall
- **NWCCU Mid-Cycle Site Visit** April 19-20

**May**

- **Commencement** Saturday, May 5, 4:00 pm, McLaughlin Center
- **Board of Regents Meeting**, May 23-24, MSU-Northern