

**Executive Team Meeting Notes**  
**March 16, 2020 | 9:30 – 11:00 a.m. | Conference Call**

**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, Chief of Staff

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

Ms. Carmen Roberts, Director of Operations

Mr. Scott Thompson, Director of Communications & Marketing

**Agenda**

**1. Communications Priorities**

**Presenter:** *Mr. Thompson*

**ET Lead:**

Mr. Thompson will be requesting assistance in prioritizing campus requests for services in his department. He noted he does have someone to which design work can be outsourced. Ms. Roberts will provide him with the appropriate paperwork necessary for a contract for services.

At this time, communication efforts are being focused on COVID-19. All communications should come from the communications office – including information on campus Facebook pages. Mr. Thompson will ensure the FAQs on the website are up-to-date and will work on revamping the FAQ webpage to allow for easier navigation by different groups (students, employees, etc.).

**2. Student Emergency Financial Support**

**Presenter:** *Ms. Roberts*

**ET Lead:**

GFC MSU no longer has access to the PASS Grant, which provided emergency funds to students impacted by unexpected financial difficulties. Ms. Roberts noted we do have some funds at the foundation, but most are in an endowment and would max out annually at ~\$1,000. Ms. Bonilla will visit with the Office of Student Engagement to see if the GFC MSU Associated Students would be willing to allocate funds toward a student emergency fund. It is recommended the process for awarding funds to students be similar to that of the PASS Grant, which is a selecting group that includes administration, staff, and student representatives.

**Upcoming Events**

**May**

- **Memorial Day, May 25, No Classes, Offices Closed**