

Executive Team Meeting Notes
April 13, 2020 | 10:00 – 11:30 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. Summer Registration Fee	Presenter: Ms. Bonilla	ET Lead: Ms. Bonilla
A continued discussion from last week’s Joint Directors meeting regarding students who are registering now but may drop because courses may go completely online for summer semester 2020. Due to the extraordinary circumstances with the COVID-19 pandemic, the Executive Team approves moving forward with refunding the student registration fee if students drop all courses for summer semester 2020 only.		
2. Bookstore Buyback & Summer Text Sales	Presenter: Ms. Roberts	ET Lead:
Ms. Roberts will visit with the Bookstore about a type of “curbside” book sales for students for summer semester 2020, as well as an online buyback option for students returning books.		
3. Continuity Plan	Presenter: Dr. Wolff	ET Lead:
<ul style="list-style-type: none"> • Ms. Bonilla will visit with the director of disability services to make sure she has all she needs to support current and new students. • Students’ financial aid refunds will be mailed to them. • It is still unknown when students will be able to return to campus to complete the hands-on pieces of their programs. • We need to ensure we are able to provide the services the way we want, serve our students well, and follow safety guidelines. 		
4. Commencement Box	Presenter: Dr. Wolff	ET Lead:
The Commencement Box planning work group will meet this week. Mr. Thompson will take ideas for the video to the meeting.		
5. Community Giving Week	Presenter: Dr. Wolff	ET Lead:
Great Falls College will not participate as a recipient in the Great Falls Chamber’s Give Great Falls event.		
6. Other	Presenter:	ET Lead:
The Network Analyst position has been approved for posting.		

Upcoming Events

May

- **Board of Regents, May 20-21, Virtual Meeting**
- **Memorial Day, May 25, No Classes, Offices Closed**