

Executive Team Meeting Notes
April 20, 2020 | 3:30 – 5:00 p.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

Guests:

Ms. Dena Wagner-Fossen, Registrar	Ms. Charla Merja, Academic Success Director
Ms. Mallory Antovel, Human Resources Manager	

Agenda

1. Registration Fee	Presenter: Ms. Wagner-Fossen	ET Lead: Ms. Bonilla
<p>To clarify the discussion regarding the summer registration fee from last week’s Executive Team meeting, Ms. Wagner-Fossen shared the following information.</p> <p>Current practice: Currently, students who are enrolled for summer and withdrawal from all their courses, receive a full refund of tuition and fees (except for the \$30 registration fee) up until the first day of the term May 18, 2020. Students have been registering for summer since March 4, prior to the COVID-19 restrictions.</p> <p>References: BOR policy 940.7 GFC MSU Summer 2020 academic calendar</p> <p>The Proposal: Due to the COVID-19 situation, the proposal for summer 2020 ONLY is that the \$30 registration fee is also removed for students, who completely withdrawal from summer 2020 ONLY up until the first day of the term, May 18, 2020.</p> <p>ACTION: The Executive Team approved moving forward as proposed.</p>		
2. Student Appreciation	Presenter: Ms. Merja	ET Lead:
<p>Ms. Merja has requested student of the year recipient names be sent to her by May 1. Information gathered will be included in a PowerPoint/video to be sent to the students.</p>		
3. Employee Recognition	Presenter: Ms. Antovel & Ms. Jaynes	ET Lead:
<p>The Employee Recognition will tentatively be held in the fall prior to classes starting.</p>		
4. TV Advertising	Presenter: Mr. Thompson	ET Lead: Mr. Thompson
<p>Mr. Thompson will plan to have ads ready to go by Memorial Day.</p>		
5. Symphonic Choir	Presenter: Ms. Roberts	ET Lead: Ms. Roberts
<p>The Great Falls Symphonic Choir would like to use Heritage Hall again during the 2020-2021 season. It is a group of 110 people who would use the space on Monday evenings from 7:00-9:00pm for rehearsals. There may be a few Sunday evenings, as well. We do not charge them for use of the space, and the college is listed in their programs at all performances in return. If the College needs to use the space for an event, they will notify the Choir in a timely manner.</p> <p>ACTION: The Executive Team approved moving forward with the Great Falls Symphonic Choir using Heritage Hall as requested.</p>		

6. Commencement	Presenter: <i>Mr. Thompson</i>	ET Lead:
<p>Mr. Thompson gave an update from last Friday's Commencement meeting. The Executive Team recommends mailing the boxes out in May and diplomas mailed later. Also recommended were to not include balloons, but to maybe include alumni window clings. Ms. Jaynes will check in to the clings.</p>		
7. Business Continuity Plan	Presenter: <i>Dr. Wolff</i>	ET Lead:
<p>Discussion about bringing those students needing to complete labs/hands-on in early May will be had with division and program directors. Students, faculty, and staff will follow all safety protocols.</p> <p>The custodians will come back to campus next week. Other staff will not start returning until the following week. Some areas will have plexiglass installed at desks, and campus furniture placement will be inspected.</p> <p>Ms. Merja hopes to open the Testing Center on May 18 for vendor testing. It was noted online proctoring has gone really well, and they are learning more about online tutoring.</p>		
8. Other	Presenter: <i>Dr. Wolff</i>	ET Lead:
<p>Requests for lab fee refunds should be directed to Ms. Roberts and will be handled on a case-by-case basis.</p>		

Upcoming Events

May

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