

**Executive Team Meeting Notes**  
**April 27, 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**

<b>1. Campus Reopening Task Force</b>	<b>Presenter:</b> Ms. Roberts	<b>ET Lead:</b>
Dr. Leanne Frost has been named a member of the MUS Healthy Fall 2020 Task Force. The group's charge is to create guidelines for campuses reopening this fall. The Executive Team approved the members of the GFC campus planning group: Executive Team, Joint Directors, Denise Ostberg, Dave Bonilla, Josh Archey, and Gary Smart.		
<b>2. CARES Act Student Emergency Funding</b>	<b>Presenter:</b> Ms. Bonilla	<b>ET Lead:</b> Ms. Bonilla
The CARES Act Student Emergency Funds were received over the weekend. Reporting begins 30 days after submission, which is next week. The Commissioner's Office will approve how funds are spent.		
<b>ACTION:</b> The Executive Team approves moving forward with the plan as presented – see attachment 1.		
<b>3. CARES Act Institutional Funding Distribution</b>	<b>Presenter:</b> Ms. Roberts	<b>ET Lead:</b>
Ms. Roberts noted these funds should arrive within the next two weeks. The funds will go towards COVID-19 costs including technology, staffing, and training. Federal reporting will be required quarterly. See attachment 2.		
<b>4. Budget</b>	<b>Presenter:</b> All	<b>ET Lead:</b> Ms. Roberts
Ms. Roberts will be reviewing the budget and creating different scenarios keeping the following in mind: <ul style="list-style-type: none"> <li>• Intentional planning and training for use of technologies – even if classes are offered face to face</li> <li>• What has been learned about the operations of the college through COVID-19</li> <li>• Federal dollars for workforce development programs, displaced workers' grant with DLI, and the CARES Act and future potential funding</li> <li>• Budget and operations planning for different enrollment and funding scenarios</li> </ul>		
<b>5. Other</b>	<b>Presenter:</b>	<b>ET Lead:</b>
<p><b>Fall Semester</b> Hybrid teaching will be encouraged in the case classes will need to go fully online in the fall. Division Directors will plan scenarios on how to allow for distancing in classes, labs, etc.</p> <p><b>Commencement</b> Mr. Thompson is meeting with the video producer this afternoon. Those appearing in the video will be filmed tomorrow and Wednesday. The graduate celebration box items are being compiled and will be assembled and mailed by mid to late May.</p> <p><b>Staffing</b> The HIT faculty/program director and nursing faculty positions have been posted.</p> <p><b>Vet Center</b> Ms. Bonilla will visit with the Veteran Success Coach to discuss plans for summer.</p> <p><b>Childcare Center</b> Ms. Bonilla will gather information regarding the reopening of the Bright Beginnings Learning Center.</p>		

**Upcoming Events**

**May**

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

## Great Falls College MSU plan for CARES Act Student Emergency Funding (HEERF) Distribution

### Overview:

GFCMSU will receive \$422,611 in the first half of the HEERF funding. This funding is to be used as direct grants to students in response to disruption to campus operations due to COVID-19 concerns. By law, grants must be given to students to help with expenses incurred as a result of this disruption. The grants must be provided directly to the student without withholding any amount for institutional charges the student may owe. The college strives to cast a “wide net” in order to help as many eligible students as we can while balancing the goal to provide meaningful dollar amounts that are useful and meet student needs to the greatest extent possible. With these goals in mind, and following available guidance and eligibility criteria, the following plan is suggested:

### Eligible students:

**Priority One:** Spring students, all eligible students will be sent an application to confirm that they experienced technology expenses. The students will also be able to indicate other expenses on the application survey form to request additional funding. Upon receipt of application, students will be granted a flat amount up to \$800. Student must request and explain further expenses to receive an amount above \$800 per OCHE guidelines.

- 1<sup>st</sup> Wave: Title IV aid recipients enrolled in eligible courses as of 3/23/2020

(Those whose eligibility is established and confirmed by the fact that they received aid for spring 2020)

- 2<sup>nd</sup> Wave: Title IV eligible students enrolled in eligible courses as of 3/23/2020

(Those who filed for aid and were otherwise eligible, but did not receive aid for various reasons (declined loans, did not enroll in enough credits, etc.)

**Priority Two:** Summer students, all eligible students will receive flat grant amount for technology expenses upon receipt of application requesting funds as stated above in Priority One.

- 1<sup>st</sup> Wave: Title IV aid recipients enrolled in eligible courses as of 5/18/2020

(Those whose eligibility is established and confirmed by the fact that they received aid for summer 2020)

- 2<sup>nd</sup> Wave: Title IV eligible students enrolled in eligible courses as of 5/18/2020

(Those who filed for aid and were otherwise eligible, but did not receive aid for various reasons (declined loans, did not enroll in enough credits, etc.)

**Priority Three:** Depending on remaining available funding, potential awards to select groups of students required to finish incomplete spring courses with hands-on components over the summer. Students must complete application requesting funds.

**Priority Four:** Depending on remaining available funding, students may apply for additional funding to be used for other expenses incurred as a result of campus disruption. Documentation may or may not be required. Students may be enrolled in Spring 2020, Summer 2020, Fall 2020, or Spring 21 as long as expenses incurred are a result of campus disruption related to COVID-19.

*Notes related to student eligibility: There is some discrepancy between statute (CARES Act language), and Department of Education rules/guidance. Student eligibility is now being limited to Title IV eligible students. There is also some question as to whether or not certain online students will qualify. These are the reasons for the “wave” approach. We want to get at least some money to students we are certain qualify first, without waiting for more guidance about the students we think “may” qualify. This approach also prioritizes student with need by the assumption that students with need use financial aid.*

## Student Grant amounts:

Available funding must be granted based on expenses incurred as a result of campus disruptions due to COVID-19 concerns. (This is different from unmet need, or needs related to loss of employment, etc.). Our agreement and certification speaks to the types of expenses that may be considered. Our tiered approach allows for our gross amount of available funding to be broken out into segments to be disbursed as follows:

**Priority One (spring students):** Flat amount per student to go toward technology expenses that we as a college will assume all students are incurring: Internet services, Cell phone services, and utilities (electricity, etc.).

The monthly amount for each of these expenses will be set based on local costs and multiplied by three months. The amounts may fall on a low or high end of the spectrum of local costs depending on the number of eligible students as compared to our total allocation of funds, as we want to have funding available for the other priorities. This amount will not exceed the \$800 limit set by OCHE.

**Priority Two (summer students):** Flat amount per student using same method as above.

**Priority Three (Incomplete spring students):** Flat amount per student, or documented amount by individual student. This is still to be determined. Amount to be determined based on funding as well as estimated time to complete hands on work. This may be assessed based on different expenses than technology, such as additional housing, food, childcare, etc.

**Priority Four (by student application).** Amount would vary by student depending on the student's individual qualified expenses. Depending on remaining available funding, we may decide on an appropriate maximum request amount.

## Method of distribution to students:

GFCMSU will distribute funding to students via the business office and not through the financial aid module of Banner. Passing these funds through the student account and bypassing financial aid will allow us to avoid future potential consequences in financial aid processing, such as creating unnecessary records, over-awarding students, overriding existing rules related to financial aid fund awarding, and other potential concerns. The financial aid department will be heavily involved in assisting the business office to identify eligible students and determine dollar amounts of awards, but will not disburse the actual funding.

### Reporting:

Reporting will be done via the grants.gov platform similarly to other federal grants that are not Title IV financial aid. Reporting is supposed to start 30 days from when we signed the agreement, and then proceed every 45 days until the funding is gone. More guidance related to reporting may be forthcoming.

### Application:

Students must complete an application to request funding in all cases. GFCMSU will develop an application as simple for students as possible. GFCMSU may adapt the application as federal guidance changes, but initially will require students to complete a FAFSA to be eligible for this funding.

## CARES Act Institutional Funding Distribution

### Overview:

GFCMSU will receive \$422,611 in the second half of the CARES funding. This funding is to be used to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus. Institutions are encouraged to use these funds to expand remote learning programs, build IT capacity to support such programs, and train faculty and staff to operate effectively in a remote learning environment. Funds can also be used to directly support students, similar to the first half of the CARES funding. We have until April 2021 to spend the funds.

### Excluded Expenditures:

- Payment to contractors for the provision of pre-enrollment recruitment activities, including marketing and advertising
- Endowments
- Capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship
- Senior administrator and/or executive salaries, benefits, bonuses, contracts, incentives

### Permissible Expenditures:

- Reimburse costs incurred after 3/13/20 related to refunds made to students for housing, food, or other services that the College could no longer provide,
- Reimburse costs incurred after 3/13/20 for hardware, software, or internet connectivity that we may have purchased on behalf of students or provided to students.
- Purchase equipment or software, pay for online licensing fees, or pay for internet service to enable students to transition to distance learning

### Reporting:

Reporting will be done via the grants.gov platform similarly to other federal grants that are not Title IV financial aid. As such, reporting will probably be submitted by Jeri with information coming from the business office and from Carmen as to the justification of how we determined expenses. Reporting will be quarterly and must include use of the funds, amount of disbursements and controls in place to ensure funds were used for allowable purposes and in accordance with cash management principles. More guidance related to reporting may be forthcoming.