

Executive Team Meeting Notes
May 4, 2020 | 9:30 – 11:00 a.m. | Video Conference

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. High Quality Video Production	Presenter: <i>Dr. Wolff</i>	ET Lead: <i>Mr. Thompson</i>
Mr. Thompson will work with Ms. Roberts to determine the best way to move forward with securing someone to do video production for the college.		

2. Setting the Tone for Fall Semester	Presenter: <i>Dr. Wolff</i>	ET Lead: <i>Dr. Wolff</i>
The Commissioner of Higher Education provided a letter to all students in the Montana University System. The letter was sent by Dr. Wolff to our students on Friday. Dr. Wolff sent out to all students with a message clarifying our fall semester will begin as normal with face-to-face, hybrid, and online classes. We are working closely with the MUS, as well as with state and local government, public health officials, and law enforcement, in order to make the best decisions to safeguard the health and safety of our students and campus community. The MUS Healthy Task Force will develop broad guidelines for campuses to follow when opening in the fall. GFC will continue to provide top quality services and classes to our students.		

3. Summer Semester	Presenter: <i>Ms. Bonilla</i>	ET Lead:
The building will be open during regular business hours during summer semester. It will not be open to the general public. Employees with prox cards will be able to access campus on weekends during regular building, as there will be facilities staff onsite. Advisors will meet with students face-to-face and have safety protocols in place. Tables have been placed in front of desks in student central to allow for distancing. Further safety precautions are in progress, such as hand sanitizing stations and plastic dividers. Workstudy and student workers will not return to campus until fall semester.		

4. Spring Courses	Presenter:	ET Lead:
Students in those courses needing to complete lab and clinical requirements returned to campus this week. All are following appropriate safety protocol and distancing.		

5. Travel	Presenter:	ET Lead:
All out of state employee travel has been canceled during Phase 1 of the Governor’s reopening plan. Personal travel is up to the individual. Out of state travel will require a 14-day quarantine upon return.		

Standing Items

1. CARES Act Student Emergency Funding	Presenter: <i>Ms. Bonilla</i>	ET Lead: <i>Ms. Bonilla</i>
No new information at this time.		

2. CARES Act Institutional Funding Distribution	Presenter: <i>Ms. Roberts</i>	ET Lead: <i>Ms. Roberts</i>
No new information at this time.		

Upcoming Events

May

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