

**Executive Team Meeting Notes**  
**May 18, 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**

<b>1. Crisis Manager App</b>	<b>Presenter:</b> Ms. Roberts	<b>ET Lead:</b>
The Executive Team advised keeping the Crisis Manager app, as it is an appropriate tool to communicate our emergency response plan.		
<b>2. Operations Plan</b>	<b>Presenter:</b> Ms. Roberts	<b>ET Lead:</b>
Ms. Roberts shared the current Operations Plan and will work with Mr. Thompson to prepare it for posting on the GFC MSU website.		
<b>3. FY21 College Goals</b>	<b>Presenter:</b> Dr. Wolff	<b>ET Lead:</b>
Dr. Wolff presented a draft of the FY21 College Goals. The Executive Team will provide her with feedback.		
<b>4. Required Faculty Workshops</b>	<b>Presenter:</b> Dr. Wolff	<b>ET Lead:</b>
Faculty workshops will be held over the summer semester. Faculty will be required to select two workshops and will be given a \$100 stipend when completed.		

**Standing Items**

<b>1. CARES Act Student Emergency Funding</b>	<b>Presenter:</b> Ms. Bonilla	<b>ET Lead:</b> Ms. Bonilla
No new information.		
<b>2. CARES Act Institutional Funding Distribution</b>	<b>Presenter:</b> Ms. Roberts	<b>ET Lead:</b> Ms. Roberts
No new information.		

**Upcoming Events**

**May**

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

**June**

- **Board of Regents June 30, Conf Call, 8:30-10:00 am**

**July**

- **Independence Day Observed July 3, Offices Closed**
- **End of Summer Session July 10**