

**Executive Team Meeting Agenda**  
**May 26, 2020 | 2:00 – 3:30 p.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 <i>absent</i>
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. Julie Freshly, Assistant to the Chief Student Affairs Officer

**NOTES**

<b>1. Fall Semester</b>	<b>Presenter:</b> <i>Dr. Wolff</i>	<b>ET Lead:</b> <i>Ms. Roberts</i>
<p>The Commissioner told Dr. Wolff we will need to finish fall semester by Thanksgiving. The college can choose their start date and determine how to plan courses and times for students to meet learning outcomes. We are would be allowed to use the week after Thanksgiving for online finals, turn in projects and or assignments.</p> <p>The Commissioner mentioned that this fall will be difficult when people show signs of colds or the flu. We will probably want to ask people to stay home.</p> <p>Dr. Wolff asked we get the Joint Directors and Task Force together to come up with a plan by Friday. Scott and Dr. Wolff will send a message out once the plan has been approved internally.</p>		

<b>2. Budget</b>	<b>Presenter:</b> <i>Ms. Roberts</i>	<b>ET Lead:</b> <i>Ms. Roberts</i>
<p>CPBAC is Friday. There are a few agenda items: Toni has been reaching out to Scott on marketing. Mandy proposing changing the name of the Faculty Assistance Center; Russ’s proposal of a part-time lab assistant that would be 100% Perkins funded the first year.</p> <p>Summer tuition reserve, as the budget stands, we are \$73,000 short. We have to figure out how and where to pay for it. Carmen will bring it up at CPBAC. Carmen will probably ask us to cut operations budgets. If fall and spring turn out stronger than we anticipated, we can adjust that as necessary. These times are unprecedented – we are all hitting the same wall.</p> <p>OCHE is still anticipating the Legislature won’t make cuts next fiscal year. OCHE is anticipating a 3% decrease. For GFC MSU that is about \$200,000, but we have enough in reserve to cover that.</p> <p>We are ok for FY 21.</p> <p>The college has three more positions to fill. Two are replacements. The new position needs to be approved by CPBAC. After that, Dr. Wolff will need to seek permission from Dr. Cruzado to fill.</p>		

<b>3. June 1 – Phase 2</b>	<b>Presenter:</b> <i>Ms. Bonilla</i>	<b>ET Lead:</b>
<ul style="list-style-type: none"> <li>• What Student Services is doing</li> <li>• Are we opening up to more than students and prospective students</li> </ul> <p>During Phase II, groups of 50 can gather. The college anticipates more continuing students will be coming in to register. Student Services will have more staff on campus 2 or 3 times per week.</p> <p>The Healthy Summer and Fall Task Force will make recommendations for when the college will be open to the public (more than the Testing Center, Dental Clinic, and prospective students), when to ask people to come back to work on campus. Those with underlying concerns will need to work with their supervisor and HR. We need to give the impression to the public we are open for business.</p>		

<b>4. One MUS Application Issues</b>	<b>Presenter:</b> Ms. Bonilla	<b>ET Lead:</b>
<ul style="list-style-type: none"> <li>• No emergency contact information</li> <li>• No application fee (originally that was how OCHE was going to pay for the mandated one application)</li> </ul> <p>The MSU and UM sides of the system have a different set of questions asked on the application form. The lack of obtaining emergency contact information up front causes Clery concerns.</p> <p>OCHE decided we would not charge an application fee. This will result in a decrease in general revenue of around \$10,000 for FY21. Overall, it is a loss of \$20,000 in revenue for us and almost a million dollars system wide. At some point, the college will be asked to pay for its share of the cost of the software being used. A decision was made to continue to collect the fee until the app goes live.</p> <p>The application is due to go live mid-September, before MPSEOC and College App week.</p> <p>Great Falls College will also have to develop a new business process for readmits, as the One MUS application won't work for them.</p> <p>The One MSU application will be monitored by OCHE and the college will process the data once it is sent to the college.</p>		
<b>5. Assistant Registrar Position*</b>	<b>Presenter:</b> Ms. Bonilla	<b>ET Lead:</b>
<p>Geralyn's last day is May 27<sup>th</sup>. This position is responsible for all the technical and data work, such as DegreeWorks and Axiom, both scheduled for upgrades summer or fall. The position is also backup for the Registrar. The person controls the interface of the online application with all the other college processes. ET approved the refilling of the position. Dr. Wolff will need to seek permission from President Cruzado.</p>		
<b>6. Follow-up Items</b>	<b>Presenter:</b>	<b>ET Lead:</b>
<ul style="list-style-type: none"> <li>• FY21 College Goals Feedback* <ul style="list-style-type: none"> <li>○ Original and other feedback in Box</li> </ul> </li> <li>• Meeting with Helena College on Friday <ul style="list-style-type: none"> <li>○ WebEx is included in calendar invite – any of you can start the meeting</li> </ul> </li> </ul> <p>Mary Kay provided suggested goals. They are aspirational – what we are trying to do. We agreed to add the new building as an institutional goal because it impacts FTE. Mary Kay will add that.</p> <p>Our #1 goal is to increase success, retention and completion. Our 8 Week Advantage is the primary vehicle for that. It is important to advertise our small class sizes.</p> <p>Shared services with Helena College makes sense due to our similar missions and student population. Helena would pay for the services GFC provides. They current have 8 or 9 staff vacancies. The differences in Banner between the two systems will present challenges.</p> <p>Sharing a CFO could potentially work, however the Banner issues would come into play. Mary Kay could provide insight on some HR issues. HR could help with recruiting and negotiations and labor relations at a high level. There are also some high level Student Services things she could assist with.</p>		

### Upcoming Events

#### June

**Board of Regents** *June 29-30, OCHE*

#### July

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