

Executive Team Meeting Notes
June 1, 2020 | 9:30 – 11:00 am. | 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 CSAO	Dr. Leanne Frost, General Studies Division Director
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Standing Items

1. Reopening/Healthy Start Task Force	<i>Presenter: Dr. Frost</i>	<i>ET Lead:</i>
Working closely with the MUS and the City County Health Department, Dr. Frost is leading the College Reopening Task Force, which is made up of 10 teams. The MUS plan will be shared later this morning. Planned travel has been canceled for the summer. The campus calendar has been cleared of community/public events through mid-August except for Life Long Learning classes. There are some events being scheduled for fall with the caveat we are still unclear whether we will be open to the public. Ms. Bonilla is the COVID case point person for both students and employees. Communications and Marketing is working on a Check Yourself campaign and enlisting the help of faculty to ensure students are following protocol in classrooms. Employees must check themselves, as well.		
2. CARES Act Student Emergency Funding	<i>Presenter: Ms. Bonilla</i>	<i>ET Lead: Ms. Bonilla</i>
Nothing to report.		
3. CARES Act Institutional Funding Distribution	<i>Presenter: Ms. Roberts</i>	<i>ET Lead: Ms. Roberts</i>
Nothing to report.		

Agenda

**Denotes additional documentation*

1. 8/15 Opening Day Celebration	<i>Presenter: Ms. Bonilla</i>	<i>ET Lead: Ms. Bonilla</i>
Fall semester Opening Day will take place on August 15. The planning group has been keeping the requirements for COVID-19 in mind as sessions are planned. A virtual option will be available for distance students and those not comfortable attending in person.		
2. Bright Beginnings or other options	<i>Presenter: Ms. Bonilla</i>	<i>ET Lead: Ms. Bonilla</i>
Ms. Bonilla will be meeting with Bright Beginnings staff in July to discuss whether the partnership will continue. More information will be available after that meeting.		
3. GFC MSU and GFPS Lunch Meeting	<i>Presenter: Dr. Wolff</i>	<i>ET Lead: Dr. Wolff</i>
Tom Moore, superintendent of Great Falls Public Schools, has invited the Executive Team to meet with their leadership this summer. A date will be arranged for the lunch.		
4. Computer Requirement	<i>Presenter: Ms. Bonilla</i>	<i>ET Lead: Ms. Bonilla</i>
Ms. Bonilla brought forward a discussion regarding students being required to have computers in the case the college returns to remote learning. It was noted at this time students could request CARES funding to purchase a computer and use financial aid in the Bookstore. Dr. Wolff will work with IT, Financial Aid, and the Academic Division Directors to determine the minimum requirements for student computers with general coursework with the understanding that there may be program specific requirements for some. Information to the students will be provided through registration, admissions, advisors. Mr. Thompson will craft a message for all so the message is consistent.		
5. Other	<i>Presenter:</i>	<i>ET Lead:</i>
Dr. Wolff shared the updated College Goals with the addition of a fourth goal being the dental building and preparation for increased enrollment with the new building.		