

Executive Team Notes
June 29, 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

Guests:

Dr. Leanne Frost, General Studies Division Director

Standing Items

1. Reopening/Healthy Start Task Force	Presenter: <i>Dr. Frost</i>	ET Lead:
Dr. Frost discussed the need for updates to the Campus Communication Plan regarding a Healthy Fall as conditions require. Dr. Wolff noted the Board of Regents meeting taking place tomorrow, which will offer more information for the plan update. As well as working with the Commissioner’s Office, the college is still working closely with MSU and the City-County Health Department, and will continue to look to all for guidance.		
2. CARES Act Student Emergency Funding	Presenter: <i>Ms. Bonilla</i>	ET Lead: <i>Ms. Bonilla</i>
Nothing to report this week.		
3. CARES Act Institutional Funding Distribution	Presenter: <i>Ms. Roberts</i>	ET Lead: <i>Ms. Roberts</i>
Ms. Roberts shared that all of the behind the scenes accounting procedures have been established. She also noted the institutional funding may also be distributed to students.		

Agenda

**Denotes additional documentation*

1. Student Complaint Procedure Contacts	Presenter: <i>Ms. Bonilla</i>	ET Lead: <i>Ms. Bonilla</i>
The college no longer has the layer between CAO and CEO in student complaint investigations. Ms. Bonilla will research the possibility of interim steps that can be implemented and bring the information to the next meeting.		
2. Bright Beginnings	Presenter: <i>Ms. Bonilla</i>	ET Lead:
Ms. Roberts and Ms. Bonilla met with leadership from Bright Beginnings. A common resolution to costs of continuing business cannot be found. Therefore, the Executive Team approves moving forward with discontinuing its relationship with the company as a childcare provider. More information will come in the next few months. Families that have been using the center will be notified.		
3. COVID-19 Webpage Updates	Presenter: <i>Ms. Bonilla & Ms. Roberts</i>	ET Lead: <i>Mr. Thompson</i>
If outdated information is discovered on the COVID-19 web pages, please notify and send updates to Mr. Thompson.		
4. COVID Communications	Presenter: <i>Mr. Thompson</i>	ET Lead: <i>Mr. Thompson</i>
Mr. Thompson participated in a call on Friday with MUS communications and legal staff. Discussion topics included the upcoming political season and the First Amendment. Mr. Thompson will send information regarding political activity to the appropriate supervisors to ensure faculty and staff understand their role as employees of the college. He will also notify those with access to college social media accounts of the appropriate protocol regarding posts or comments received.		
5. 2020-2021 Leadership Great Falls Participant*	Presenter: <i>Dr. Wolff</i>	ET Lead:
The college will not participate in the Leadership Great Falls program this year. It is hoped to send two next year. Ms. Jaynes will make note in the CEO/Dean budget.		
6. Dental Construction Update	Presenter: <i>Ms. Roberts</i>	ET Lead:
Ms. Roberts shared the current status of the dental construction. There may be workers on campus this week to begin tree removal. The water shut off and reconnection will be completed by August 15 and will take approximately two days. The electricity outage will be approximately six hours sometime during the first week of August. For those employees whose access to Banner and other websites is critical, IT is working with MSU to ensure access. Ms. Roberts and her staff are working hard to minimize the impact as much as possible. Detailed information will be sent to campus as the project progresses.		
7. Updated Numbers	Presenter: <i>Ms. Bonilla</i>	ET Lead:
Ms. Bonilla shared updated information regarding applicants to the competitive entry programs.		

Upcoming Events

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*