

Executive Team Touch Base Notes
July 13, 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: *Dr. Frost*

ET Lead:

Dr. Frost noted the MUS Healthy Fall 2020 Task Force is in the process of creating a policy for a face mask requirement on all MUS campuses. For accommodation requests for the mask mandate at Great Falls College, students should contact Disability Services and employees should contact Human Resources.

Ms. Bonilla will provide a draft of procedures regarding the appropriate actions to be taken for those awaiting COVID-19 test results. Dr. Frost is preparing a one-page document for faculty in regards to preparation for fall semester.

This fall, the front desk in the atrium will be staffed, and all entrances will be open as normal when faculty return to campus. However, the building will not be open to the public until the Governor announces the move to Phase III. Signs will be posted on doors noting we are open to students and employees only.

Ms. Bonilla will work with Dr. Frost on content for the weekly Healthy Fall Task Force newsletter.

2. CARES Act Student Emergency Funding

Presenter: *Ms. Bonilla*

ET Lead: *Ms. Bonilla*

Nothing to report.

3. CARES Act Institutional Funding Distribution

Presenter: *Ms. Roberts*

ET Lead: *Ms. Roberts*

Nothing to report.

Agenda

1. Biology Lab Assistant Position

Presenter: *Ms. Roberts*

ET Lead:

While the request for Perkins dollars to fund this position was initially denied, a request for reconsideration was submitted late last week and approved just after this meeting.

2. Respiratory Therapy

Presenter: *Dr. Wolff*

ET Lead: *Dr. Wolff*

Dr. Wolff requested the Executive Team's approval to bring the Respiratory Therapy program out of moratorium and offering it on our campus as well as remotely to students at City and Gallatin Colleges. The initial intake would be in Fall 2021. Students will take their pre-req classes at Great Falls College, City, or Gallatin. Health care providers in Billings and Bozeman will need to provide clinic educators and coordinators, space, and equipment for the program. There will be a discussion with employers to ensure a multiyear commitment. The Executive Team approved moving forward if the providers commit to supporting the program. Removing the program from moratorium will occur at the November BOR meeting.

3. Work/Remote Schedules

Presenter: *Dr. Wolff*

ET Lead:

At this time, Great Falls College is operating under the assumption that everyone will return to their normal work environment on August 1.

4. Budget

Presenter: *Ms. Roberts*

ET Lead: *Ms. Roberts*

Based on current enrollment numbers, the Executive Team approved a 10% reduction to the 2021 budget, which equates to a \$170,000 reduction in tuition revenue. As we are in the middle of a biennium, we were able to carry over between \$200,000 and \$250,000 from the 2020 budget, and we will be able to access the reserves to cover expenses if necessary. The final budget is due to OCHE the first week in August.