

**Executive Team Touch Base Agenda**  
**July 20, 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:**

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| 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:**

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| Dr. Leanne Frost, General Studies Division Director | Ms. Jeri Pullum, Special Projects Coordinator |
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**Guests**

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| <b>1. Accreditation</b>   | <b>Presenter:</b> Ms. Pullum | <b>ET Lead:</b> |
| Ms. Pullum has been busy preparing evidence needed for the 2021 Accreditation Report due in March. The Executive Team provided guidance on the location of required information on the website, as well as contact information for other items. All administrative leadership will provide her with a current CV. |                              |                 |

**Standing Items**

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| <b>2. Reopening/Healthy Start Task Force</b>  | <b>Presenter:</b> Dr. Frost | <b>ET Lead:</b> |
| <p><i>a. Face Coverings for Forward Facing Staff</i><br/>           Dr. Frost is working with the City County Health Department regarding various instances of face masks being required, in particular, if those staff behind plastic barriers are required to wear a mask. A draft recommendation to notify campus of the mask requirements will be provided to the Executive Team by this Thursday for campus distribution on Monday.</p> <p><i>b. Employees with School-Aged Children</i><br/>           The MUS Human Resources representatives have been working with legal counsel to ensure consistency across the system regarding campus employee options in the case their childcare facility closes or child's school moves to remote learning. Ms. Bonilla will provide information for Great Falls College's COVID page, and the topic will be included in the Wednesday update to campus.</p> <p><i>c. Group Gatherings</i><br/>           Opening Day will continue as planned with gatherings no larger than 25 per area. Students will receive masks and personal sanitation kits upon arrival.</p> |                             |                 |

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| <b>3. CARES Act Student Emergency Funding</b> | <b>Presenter:</b> Ms. Bonilla | <b>ET Lead:</b> Ms. Bonilla |
| No information to report.                     |                               |                             |

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| <b>4. CARES Act Institutional Funding Distribution</b> | <b>Presenter:</b> Ms. Roberts | <b>ET Lead:</b> Ms. Roberts |
| No information to report.                              |                               |                             |

**Agenda**

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| <b>1. Student Complaint Procedure Contacts</b>   | <b>Presenter:</b> Ms. Bonilla | <b>ET Lead:</b> |
| Ms. Bonilla will provide verbiage for the student complaint procedure to ensure there is a layer between division director and the CEO steps, as the CAO and CEO positions are both held by Dr. Wolff. |                               |                 |

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| <b>2. Food on Campus</b>  | <b>Presenter:</b> Ms. Roberts | <b>ET Lead:</b> |
| Food will not be allowed at college sponsored activities this fall. |                               |                 |

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| <b>3. HyFlex Teaching Model</b>   | <b>Presenter:</b> Dr. Frost | <b>ET Lead:</b> |
| OCHE offered a training last week on the HyFlex Teaching Model. The model allows instructors to present their course with the components of a flexible hybrid class giving students the option of attending face-to-face, via a live-stream, or by viewing a recording if they cannot attend during the allotted class time. This option could alleviate low enrolled courses and offer a more flexible option for students. The Teaching and Learning Center is prepared to assist faculty interested in this model. Work is being done on the backend including determining how to code HyFlex courses in Banner and cloud space storage for the recorded lectures. |                             |                 |