

Executive Team Touch Base Notes
July 27, 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
Dr. Leanne Frost, Executive Director of Instruction	Mr. Scott Thompson, Director of Communications & Marketing

Standing Items

1. Reopening/Healthy Start Task Force	Presenter: <i>Dr. Frost</i>	ET Lead: <i>Dr. Frost</i>
Everything has gone smoothly with the face mask requirement. Dr. Frost is working with Ms. Bonilla on some talking points for face coverings.		
2. CARES Act Student Emergency Funding	Presenter: <i>Ms. Bonilla</i>	ET Lead: <i>Ms. Bonilla</i>
Nothing new to report.		
3. CARES Act Institutional Funding Distribution	Presenter: <i>Ms. Roberts</i>	ET Lead: <i>Ms. Roberts</i>
Personal sanitation kits will be on campus the end of this week. IT has ordered 30 laptops to upgrade faculty and some staff computers so they are able to easily transition between campus and home. They also ordered webcams and microphones for faculty checkout.		
Ms. Roberts was able to acquire PPE equipment for our nursing and dental students and has ordered disposable masks for those entering the building who may have forgotten their masks.		

Agenda

1. Computer Requirement	Presenter: <i>Ms. Bonilla</i>	ET Lead: <i>Ms. Bonilla</i>
Students will need to have a computer for classes this fall and are encouraged to NOT purchase Chromebooks, as there are issues with software availability. If a student is eligible for financial aid and has sufficient funds available, they will be able to purchase a computer from the Bookstore. Student Services staff are ensuring students are aware.		
2. Nursing Position	Presenter: <i>Dr. Frost</i>	ET Lead: <i>Dr. Frost</i>
Dr. Frost brought forward a request to refill the .6 FTE nursing faculty position. The Executive Team approved moving forward as requested.		
3. Allied Health Consortium	Presenter: <i>Dr. Wolff</i>	ET Lead: <i>Dr. Wolff</i>
Dr. Wolff is working with City College and Gallatin College on an Allied Health Consortium. The possibility of a healthcare core will be included in further discussions.		
4. Other	Presenter:	ET Lead:
Dental Addition - Next Monday, August 3, there will be no power on campus. Bozeman will host the homepage for the day so Banner is accessible for those interested in applying for classes. There is a meeting this morning to determine when the water shutoff will occur. Negotiations are continuing with the building contractor.		
Bright Horizons - The contract with Bright Horizons is in process of closing. The college will be completing an inventory of the center and will purchase some of their equipment. The RFP has been issued for a new center operator and closes the end of August.		
Fall Welcome Back - Ms. Bonilla will ask Mallory Antovel to pull the Campus Event Committee together to see if a welcome back event can be held this fall.		