

Executive Team Meeting Notes
August 12, 2020 | 4:00 – 5:00 p.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 <i>absent</i>
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

Guests:

Ms. Julie Freshly, Assistant to the CSAO

Standing Items

1. Reopening/Healthy Start Task Force	Presenter: <i>Dr. Frost; Dr. Wolff</i>	ET Lead: <i>Dr. Frost, Dr. Wolff</i>
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Testing, Tracing, Implementation & Mitigation; Thermal Scanners; Contact Tracing

- Dr. Frost will work with the Registrar’s office regarding course schedule changes, as they send all communications to inform students of the changes. Updates to the course parameters will need to be made, and a note will need to be posted in D2L.
- Daily testing, tracing, and mitigation calls will be held. Ms. Bonilla, as our designated COVID contact person, will be our main representative with Mr. Thompson as backup. The CEOs will be meeting bi-weekly as well.
- In regards to COVID 19 testing, we will partner with the City County Health Department and have cards printed with information of available testing sites in Great Falls.
- Several people have volunteered to do the contact tracing training and become contact tracers for our campus. Ms. Bonilla will send the CDC virtual training to the volunteers to complete.
- The Executive Team approved ordering 100 digital thermometers, which will be available in the Food Pantry and the areas where the sanitation kits are located. Students, employees and faculty are expected to be responsible for their own health.
- There is still research being done into what to use for Contact Tracing software to ensure we have an efficient way to manage the data.
- Dr. Frost will work on a draft Executive Summary of the Healthy Start plan to be available to the public and/or posted on our website.

Agenda

**Denotes additional documentation in Box*

1. Campus Telephones	Presenter: <i>Dr. Wolff</i>	ET Lead: <i>Dr. Wolff</i>
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With the front desk remaining unmanned for now, we need help with answering the main phone line, especially when admissions is busy and/or Ms. Ostberg is not available. To assist those answering, admissions has compiled good information regarding the routing of calls.

2. Welcome Back Fall Activity	Presenter: <i>Ms. Antovel</i>	ET Lead: <i>Ms. Bonilla</i>
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The Executive Team will provide Ms. Antovel with the information necessary to move forward with the fall welcome back activity.

3. Blood Drives on Campus	Presenter: <i>Mr. Thompson</i>	ET Lead: <i>Mr. Thompson</i>
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The College will not host an on-campus blood drive this year, as no community events will be held on campus. Mr. Thompson contact the Red Cross to discuss alternatives.

4. Other	Presenter: <i>ET Discussion</i>	ET Lead: <i>All</i>
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There was an unexpected power outage today. Ms. Marr and Dr. Frost drafted verbiage and sent information to students regarding the power outage and changes to the August 12 deadline for submitting applications and paperwork. Admissions will accept paperwork through August 13 at 5:00 pm. Ms. Marr and Mr. Stoddard stayed after the power went out to collect paperwork. Mr. Thompson put up information quickly on GFC’s Facebook page, and the Website is back up.