

**Executive Team Meeting Agenda**  
**August 31, 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, Executive Director of Operations
Dr. Leanne Frost, Executive Director of Instruction	Mr. Scott Thompson, Director of Communications & Marketing

**Guests:**

Mr. David Bonilla, Chief Technology Officer

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*\*Denotes additional documentation in Box*

<b>1. Governor's COVID Funding</b>	<b>Presenter:</b> <i>Mr. Bonilla</i>	<b>ET Lead:</b>
<p>The four MSU campuses submitted requests to the Governor's Office for upgrades and changes to various IT infrastructure and investments in new technology brought on by COVID-19. MSU has asked that all final requests for the money received must benefit all four campuses and focus on technology needs related to the pandemic. Mr. Bonilla requests the Executive Team's input by this Thursday. Final requests will be reviewed by representatives from all four MSU campuses to determine how the funds will be used.</p> <p>Ideas brainstormed at the meeting included:</p> <ul style="list-style-type: none"> <li>• A better way to monitor online exams.</li> <li>• A better way to track the checking out of Chromebooks/laptops to students.</li> <li>• A better way to store lectures online.</li> <li>• A generator to back up server and network power. Maybe CARES funds could help with this, as we need to update our infrastructure to provide remote learning.</li> </ul>		

**Standing Items**

<b>1. Reopening/Healthy Start Task Force</b>	<b>Presenter:</b> <i>Dr. Frost</i>	<b>ET Lead:</b> <i>Dr. Frost</i>
<p>Reminders:</p> <ul style="list-style-type: none"> <li>• Masks are required on campus and must cover both the mouth and nose.</li> <li>• All classrooms have sanitizing spray and paper towels.</li> <li>• Eating during class is not allowed.</li> </ul>		

**Agenda**

<b>1. Advisor Position</b>	<b>Presenter:</b> <i>Ms. Bonilla</i>	<b>ET Lead:</b>
<p>Alternative solutions for the recently vacated advisor position have been discussed, but it was determined the coaching piece of the position would suffer if not refilled. The Executive Team agreed with moving forward to rehire for the vacated position if the request is approved.</p>		
<b>2. Spring Semester and Sno-Winter Session</b>	<b>Presenter:</b> <i>Dr. Wolff</i>	<b>ET Lead:</b>
<p>Great Falls College hopes to start spring semester on January 11, 2021 and would like to run two 8-week blocks with a shortened break (Thursday-Sunday) between blocks. It was noted Student Central needs the time between blocks to process end-of-block items, such as grades. We are fortunate the 8-week Advantage takes care of a lot of the issues the bigger campuses have, so we will not have a need for a session between fall and spring semesters.</p>		
<b>3. Open Meeting and Public Participation Policies*</b>	<b>Presenter:</b> <i>Ms. Jaynes</i>	<b>ET Lead:</b>
<p>These policies will be reviewed to determine the appropriate meetings to be listed as open and available for public participation.</p>		

<b>4. Other</b>	<b>Presenter:</b>	<b>ET Lead:</b>
Fencing has been set up for the dental clinic construction, and digging may start as soon as today. There is a meeting with the contractors and subcontractors tomorrow.		
<b>5. Daily Call</b>	<b>Presenter:</b>	<b>ET Lead:</b>
The recent daily calls have been focused on processes and procedures.		