

**Executive Team Meeting Notes**  
**September 14, 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**

<b>1. Reopening/Healthy Start Task Force</b>	<b>Presenter:</b> <i>Dr. Frost</i>	<b>ET Lead:</b> <i>Dr. Frost</i>
The reporting forms from Maxient have been sent. It was noted the IT isolation stations are for those awaiting COVID-19 test results.		
<b>2. Daily COVID Calls</b>	<b>Presenter:</b> <i>Ms. Bonilla</i>	<b>ET Lead:</b> <i>Ms. Bonilla</i>
Testing will not be available on our campus. Those requesting to be tested will be referred to Alluvion or their personal healthcare provider.		
<b>3. CARES Act Student Emergency Funding</b>	<b>Presenter:</b> <i>Ms. Bonilla</i>	<b>ET Lead:</b> <i>Ms. Bonilla</i>
Nothing to report.		
<b>4. CARES Act Institutional Funding Distribution</b>	<b>Presenter:</b> <i>Ms. Roberts</i>	<b>ET Lead:</b> <i>Ms. Roberts</i>
Ms. Roberts clarified that the additional funds received from Governor’s Office is only to be used for testing and mitigation supplies. She is awaiting information regarding the date in which the funds must be spent.		

**Agenda**

<b>1. Working from Home after Out of State Travel</b>	<b>Presenter:</b> <i>Ms. Roberts</i>	<b>ET Lead:</b>
The Executive Team determined that employees working from home after out-of-state travel will be handled on a case-by-case basis.		
<b>2. New Year Start-Up Meeting</b>	<b>Presenter:</b> <i>Ms. Bonilla</i>	<b>ET Lead:</b> <i>Ms. Bonilla</i>
Each fall, the Financial Aid departments from the four MSU campuses gather for a three-day work session to prepare for next year’s financial aid. The group, comprised of 8-10 people, has requested to meet in a computer lab on the Great Falls College campus. The nature of the work requires those involved to spread out, so physical distancing will be followed. The Executive Team approved this group meeting on campus.		
<b>3. Info Desk Update</b>	<b>Presenter:</b> <i>Ms. Bonilla &amp; Mr. Thompson</i>	<b>ET Lead:</b>
The supervision of the Information Desk has transferred back to the Admissions Office.		
<b>4. Zebra Fish Course by MSU</b>	<b>Presenter:</b> <i>Dr. Frost</i>	<b>ET Lead:</b> <i>Dr. Frost</i>
MSU in Bozeman would like to offer our students the opportunity to participate in the three-day zebra fish workshop again this fall. The workshop provides a hands-on experience for students in the STEM field and encourages them to continue their research at a four-year campus. The Executive Team agreed to allow the course to be held during the fall break in October.		
<b>5. Faculty Senate - Program Change Communications</b>	<b>Presenter:</b> <i>Dr. Frost</i>	<b>ET Lead:</b> <i>Dr. Frost</i>
Faculty Senate has requested to be informed of program changes. It was suggested the Curriculum Committee provide informational reports to them after each meeting. Dr. Frost will discuss further with the Faculty Senate Chair.		