

Executive Team Meeting Notes
September 28, 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:

Ms. Eleazar Ortega, Research Analyst	Mr. Russ Motschenbacher, Health Sciences Division Director
--------------------------------------	--

Guests

1. Fall 2020 Student Survey Questions	Presenter: <i>Eleazar Ortega</i>	ET Lead: <i>Ms. Roberts</i>
<p>The College Accreditation, Analysis & Assessment Committee (CAAAC) has gathered input regarding the questions on the Student Survey, formerly the 8-Week Advantage Survey. Ms. Ortega presented the revised survey for Executive Team approval. Dr. Frost recommended changing the question about “faculty office hours” to “faculty availability” to better align with the end of course surveys students received. In order to increase the response rate, members of the Executive Team will be identifying possible ways to provide incentives for students to complete the survey. The survey is distributed during the last month of second 8-week block, but students who only attended the first 8-week block will also receive it at their preferred email.</p> <p>The Executive Team approved CAAAC moving forward with the revised survey.</p>		

2. Part-time Biology Lab Assistant	Presenter: <i>Russ Motschenbacher</i>	ET Lead: <i>Dr. Frost</i>
<p>Mr. Motschenbacher proposed holding off on the search for a part-time biology lab assistant. The timing is not ideal to bring an assistant on board, as they would not be familiar with current instructors or how they teach. Mr. Motschenbacher will reapply for Perkins funding this spring to prepare for a hire next fall.</p> <p>The Executive Team approved the proposal as presented.</p>		

Standing Items

1. Reopening/Healthy Start Task Force	Presenter: <i>Dr. Frost</i>	ET Lead: <i>Dr. Frost</i>
<p>Mr. Thompson, Dr. Frost, and Ms. Bonilla are working on a visual flowchart to guide students on what to do if they are experiencing COVID-19 symptoms.</p>		
2. CARES Act Institutional Funding Distribution	Presenter: <i>Ms. Roberts</i>	ET Lead: <i>Ms. Roberts</i>
<p>It was determined the funds received from the Governor’s Office must be spent by December 30. The funds will be used to purchase equipment that will allow quarantined students to remain home without disrupting instruction. We have determined that this is a necessary expenditure due to the public health emergency.</p>		

Agenda

1. Graduation Boxes	Presenter: <i>Ms. Bonilla</i>	ET Lead:
<p>Ms. Bonilla shared that \$9,141 was spent on 315 commencement boxes. This equates to approximately \$29 per graduate including shipping. This is comparable to the cost of the actual ceremony.</p>		
2. GEM Status	Presenter: <i>Ms. Bonilla</i>	ET Lead:
<p>There are a couple of courses awaiting review. An announcement should be ready in the next few weeks.</p>		
3. Spring Schedule	Presenter: <i>Ms. Bonilla</i>	ET Lead:
<p>Spring semester 2021 will begin on January 11. The first 8-week block will end on March 5, and the 2nd 8-week block will begin on March 10. The semester will end on May 4 with graduation taking place on May 8.</p>		

4. Mental Health Approaches	Presenter: <i>Dr. Wolff</i>	ET Lead:
Dr. Wolff asked for recommendations for what can be done to help people feel less isolated. Staff Senate is working on bringing food trucks to campus. Other ideas were shared, and Ms. Bonilla will visit with the Office of Student Engagement to see if there are student events in which we can collaborate. Mr. Thompson asked if there was a way to incorporate music, and Dr. Frost will research. Dr. Wolff reminded everyone to still encourage professional help, if needed.		
5. Communications with Campus Senates	Presenter: <i>Dr. Wolff</i>	ET Lead:
During the last Board of Regents meeting when faculty senate and student government met with Commissioner Christian and the Regents, both groups shared they would like to have a greater connection with OCHE and the Regents. Dr. Wolff would also like our campus senates to know the Executive Team would like to hear from them.		
6. OCHE IT and Healthcare DOL Grant	Presenter: <i>Dr. Wolff</i>	ET Lead:
OCHE is preparing a submission for a four-year, \$5 million Strengthening Community Colleges grant funded by the US DOL. They will be using the collaborative work done through the GEER grants and the last two TAACT grants, recognizing we can do more for the state when we work together. If the grant is successful, Helena College will be the lead institution. The first phase of the grant will be to prioritize areas of the state where access to credentials does not exist and create pathways. The second phase will look at how to incorporate cross-registration for students attending more than one institution. The final phase will focus on communication and student support.		
7. Upcoming Legislative Session	Presenter: <i>Dr. Wolff</i>	ET Lead:
Dr. Wolff participated in a call with state-wide foundation and campus leaders and OCHE to discuss the strategic priorities OCHE will be taking to the 2020-2021 legislature.		
8. Other	Presenter:	ET Lead:
<ul style="list-style-type: none"> Ms. Bonilla will request data from Advising for 2nd week block Ms. Roberts shared that the new childcare provider, TLC (The Learning Center), should be up and running by November 1. 		