

Executive Team Meeting Notes
January 4, 2021 | 9:30-11:00 am | 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
Dr. Leanne Frost, Executive Director of Instruction	Ms. Carmen Roberts, Executive Director of Operations
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer	Mr. Scott Thompson, Director of Communications & Marketing

Guests:

Mr. Troy Stoddard, Advising & Career Center Director	Ms. Eleazar Ortega, Research Analyst
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Guests

1. 8-Week Advantage University Council Presentation	Presenter: <i>Dr. Frost, Ms. Ortega, Mr. Stoddard</i>	ET Lead:
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Dr. Frost, Ms. Ortega, and Mr. Stoddard shared the 8-Week Advantage information they will present to the MSU University Council next week. Suggestions and recommendations for the presentation were given. *See attached.

Standing Items

1. Healthy Campus Task Force	Presenter: <i>Dr. Frost</i>	ET Lead: <i>Dr. Frost</i>
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Dr. Frost requested feedback for the MUS Task Force Guidelines sent via email. The Great Falls College Healthy Campus Plan will be posted and available for spring 2021 semester. It was noted the MUS directive for requiring masks on campus will continue to be followed. Wearing masks and following protocol this fall is what allowed in-person instruction to continue.

2. Daily COVID Calls	Presenter: <i>Ms. Bonilla</i>	ET Lead: <i>Ms. Bonilla</i>
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The daily calls have focused on vaccinations.

3. CARES Act Student Emergency Funding	Presenter: <i>Ms. Bonilla</i>	ET Lead: <i>Ms. Bonilla</i>
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\$431,373 was distributed to 670 eligible students. More funding is scheduled to be received, and more information will be available soon.

4. CARES Act Institutional Funding Distribution	Presenter: <i>Ms. Roberts</i>	ET Lead: <i>Ms. Roberts</i>
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Regarding the funding received from the Governor's Office, \$105,000 was spent on the new building access system, which had a local economic impact; \$69,000 was spent on technology, and \$32,000 went to testing and mitigation. The remainder will be returned.

The Federal CARES Act funds need to be spent by April.

Agenda

1. Library Staffing	Presenter: <i>Ms. Roberts</i>	ET Lead:
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This discussion is postponed.

2. Opening Day	Presenter: <i>Dr. Wolff</i>	ET Lead:
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New students have been notified of Opening Day via their advising appointments and phone call reminders. They are able to come to campus anytime this Thursday. They will receive packets and receive sanitation kits and have options for tours, completing tech essentials, etc.

3. Other	Presenter:	ET Lead:
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KGPR has had a change in management. They have invited us to become more involved with radio interviews. Mr. Thompson will assist with the preparing a schedule of programming to share.

The dental clinic walls are going up as construction progresses.

The College's Career Opportunities page has been updated.