

Executive Team Meeting Agenda
March 15, 2021 | 9:30-11:00 am | Room B138

Members:

Dr. Susan J. Wolff, CEO/Dean	Ms. Toni Quinn, Academic Affairs Coordinator
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 (absent)	Mr. Scott Thompson, Director of Communications & Marketing

Guests:

Ms. Mandy Wright, Director of Library Services, Assessment, and Teaching & Learning Center
 Ms. Tammie Hickey, Coordinator GFPS Career & College Readiness Center and Interim Director of Lifelong Learning

Guests

1. Quality Matters	Presenter: Ms. Wright	ET Lead:	15 minutes
The Quality Matters individual memberships have been converted to one institutional membership with the balance paid with CARES funds. Ms. Wright will act as coordinator. The benefits of the institutional membership include workshops, peer reviewer course, a vetted system of international standards, and one QM-managed official course review. Once this course is certified, GFC will become a Quality Matters certified institution.			
Ms. Wright will join the statewide eLearning council with Wayne Breau. Responsibilities will be clarified between the eLearning Instructional Technology Specialist and the Instructional Designer.			
2. Coursera	Presenter: Ms. Hickey	ET Lead:	10 minutes
The Montana Department of Labor received a grant to offer a number of free Coursera licenses. GFC will continue the discussion at our April 5 meeting on what our institutional role may be.			
3. Campus Space discussion	Presenter: Ms. Hickey	ET Lead:	
Ms. Hickey presented several possible locations for the CNA fall classes currently held in the SIM hospital, as GFC classes may require the use of the SIM hospital in the fall. R252 may be a possibility. Potential classes to be offered through Lifelong Learning include phlebotomy, medication aide, wound care, and home health aide.			

Standing Items

1. Healthy Campus Task Force	Presenter: Dr. Frost	ET Lead: Dr. Frost
Dr. Frost is reconvening the healthy campus task force to look at summer term.		
2. COVID Calls	Presenter: Ms. Bonilla	ET Lead: Ms. Bonilla
Nothing new to report.		
3. CARES Act Funding	Presenter: Ms. Bonilla/Ms. Roberts	ET Lead: Ms. Bonilla/Ms. Roberts
Student Emergency Funding was distributed to students last week and into this week.		
Institutional Funding Distribution:		
4. Campus Morale Planning	Presenter: Dr. Wolff	ET Lead: Dr. Wolff
Nothing new to report.		
5. Legislative Report	Presenter: Dr. Wolff	ET Lead: Dr. Wolff
Nothing new to report.		

Agenda

**denotes additional documents*

1. May BOR Video and board meeting	Presenter: Dr. Wolff	ET Lead: Dr. Wolff
Dr. Wolff and Mr. Thompson will send out ideas on possibilities for the May board meeting video.		
2. Policies	Presenter: Dr. Wolff	ET Lead: Dr. Wolff
Going forward Ms. Roberts will be in charge of the policies.		