

Executive Team Meeting Notes
March 31, 2021 | 2:30 – 4:00 pm | Video Conference and Room B138

Members:

Dr. Susan J. Wolff, CEO/Dean	Ms. Toni Quinn, Academic Affairs Coordinator (absent)
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:

Standing Items

1. Healthy Campus Task Force	Presenter: Dr. Frost	ET Lead: Dr. Frost
The Healthy Campus work group is reconvening April 9, 2021. The work group will review the commissioner's recent memo for any necessary changes for the summer. Additional changes are expected from the BOR May meeting.		
2. COVID Calls	Presenter: Ms. Bonilla	ET Lead: Ms. Bonilla
Per the system-wide campus call, campuses cannot require vaccinations, ask about them, or incentivize them. The availability of vaccine varies by county.		
3. HEERF Funding	Presenter: Ms. Bonilla/Ms. Roberts	ET Lead: Ms. Bonilla/Ms. Roberts
Student Emergency Funding: GFC has distributed \$817,188 of HEERF2 funds to students and the entire HEERF1 amount of \$845,222 has been distributed. The report on how HEERF1 funds were spent can be found here. HEERF I (Cares Act) Great Falls College MSU		
Institutional Funding Distribution: Nothing new to report.		
4. Campus Morale Planning	Presenter: Dr. Wolff	ET Lead: Dr. Wolff
No particular campus morale plans are in place. Morale seems good now that the weather is improving, people are getting vaccinated, and cases are low on campus.		
5. Legislative Report	Presenter: Dr. Wolff	ET Lead: Dr. Wolff
Nothing new to report.		

Agenda

**denotes additional documents*

1. Public Meetings on Campus	Presenter: Ms. Roberts	ET Lead: Ms. Roberts
Tours for prospective students are being held on campus, and are related to college business. Pinning ceremonies will include students only.		
2. Finalize accreditation team members	Presenter:	ET Lead:
Jeri Pullum and Mandy Wright will head up the accreditation team. Dr. Frost will join the team as will several faculty members under consideration. Ms. Roberts will be in charge of committees until a new Chief of Staff is hired. Ms. Roberts will ask Dave Bonilla to reconvene the website committee, give them a charge, and establish a departmental review schedule.		
3. HB 102	Presenter: Ms. Bonilla	ET Lead: Ms. Bonilla
Mary Kay has contacted our EAP provider for training options. Dr. Wolff reported that individuals have expressed appreciation for the opportunity to provide feedback on the policy and training.		
4. Other	Presenter: Ms. Bonilla	ET Lead: Ms. Bonilla
Mary Kay will get back to Carmen on the budget savings from the "premium holiday."		