

Executive Team Meeting Agenda
April 12, 2021 | 9:30 – 11:00 am | Room B138 or TEAMS

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 (absent)
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: <i>Dr. Frost</i>	ET Lead: <i>Dr. Frost</i>
The task force met April 9, 2021. There may be an update following the Board of Regents meeting. The campus will be open to the public beginning May 17, 2021 with the following requirements: masks, 6-foot social distancing, meeting rooms at 50% capacity. For travel, college vehicles may be used, more than one occupant is allowed, or private vehicles may be used if preferred.		
2. COVID Calls	Presenter: <i>Ms. Bonilla</i>	ET Lead: <i>Ms. Bonilla</i>
Recent discussions have included graduations and general opening up.		
3. HEERF Funding	Presenter: <i>Ms. Bonilla/Ms. Roberts</i>	ET Lead: <i>Ms. Bonilla/Ms. Roberts</i>
Student Emergency Funding: No updates at this time		
Institutional Funding Distribution: Some graduation costs can utilize this funding (masks, increased venue cost, etc.)		
4. Campus Morale Planning	Presenter: <i>Dr. Wolff</i>	ET Lead: <i>Dr. Wolff</i>
Ms. Bonilla will check on the expected arrival of dean's awards plaques. Ms. Quinn will email faculty regarding graduation attendance.		
5. Legislative Report	Presenter: <i>Dr. Wolff</i>	ET Lead: <i>Dr. Wolff</i>
Former Representative Rob Cook will tour dental addition tomorrow.		

Agenda

**denotes additional documents*

1. Hiring Request – Admissions Associate	Presenter: <i>Ms. Bonilla</i>	ET Lead: <i>Ms. Bonilla</i>
ET approved hiring for the Admissions Associate position.		
Ms. Bonilla will discuss the Chief of Staff position with Dr. Erdmann when Dr. Erdmann visits campus.		
2. New committee forms	Presenter: <i>Dr. Wolff</i>	ET Lead: <i>Dr. Wolff</i>
ET approved listing campus personnel by titles and community members by names and titles on the new committee forms and on the website.		
3. Other	Presenter: <i>Various</i>	ET Lead: <i>Various</i>
Graduation timeline: Setup will be Friday, May 7, with the nursing pinning ceremony that evening.		
On Saturday, May 8: run-through estimated at 8:30, the eagle feather ceremony is at 10:00, graduation is at 2:00.		
The SEM communication team will meet Friday, April 16. The committee will discuss how best to communicate the new 2+2 articulation agreement with UM School of Social Work to current and former students and the general public.		
Dr. Wolff is meeting April 14 with the OneMSU group to discuss the Physical Therapist Assistant program.		
The first part of the mental health enrollment is rolling out. The app used by GFC provides local resources and will not require updates.		