

**Executive Team Meeting Notes**  
**April 19, 2021 | 9:30 – 11:00 am | 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
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer	Mr. Scott Thompson, Director of Communications & Marketing

**Guests:**

**Standing Items**

<b>1. Healthy Campus Task Force</b>	<b>Presenter:</b> Dr. Frost	<b>ET Lead:</b> Dr. Frost
Dr. Frost will send feedback to Executive Team by the end of this week.		
<b>2. COVID Calls</b>	<b>Presenter:</b> Ms. Bonilla	<b>ET Lead:</b> Ms. Bonilla
Ms. Bonilla will send out an email today to faculty, students and staff with one more push to get vaccinated.		
<b>3. HEERF Funding</b>	<b>Presenter:</b> Ms. Bonilla/Ms. Roberts	<b>ET Lead:</b> Ms. Bonilla/Ms. Roberts
Student Emergency Funding: Nothing new to report.		
Institutional Funding Distribution: Nothing new to report.		
Ms. Roberts reported that HEERF 3 funds were discussed on the MUS CFO/BO call but no firm information is available.		
<b>4. Campus Morale Planning</b>	<b>Presenter:</b> Dr. Wolff	<b>ET Lead:</b> Dr. Wolff
Student of the Year awards will be presented in students' classes by Division Directors. The PTK induction will be held remotely. The two Newman Civic Fellowships (2020 and 2021) will also be presented.		
<b>5. Legislative Report</b>	<b>Presenter:</b> Dr. Wolff	<b>ET Lead:</b> Dr. Wolff
Nothing additional to report.		

**Agenda**

*\*denotes additional documents*

<b>1. Donations update</b>	<b>Presenter:</b> Dr. Wolff	<b>ET Lead:</b> Dr. Wolff
Donations have made possible the planting of three linden trees on campus in honor of Nancy Weaver and Dr. Wolff's mother.		
Donation agreements for Respiratory Therapy have been finalized with Billings Clinic, St. Vincent Healthcare in Billings, and Benefis in Great Falls.		
<b>2. Budget Discussion</b>	<b>Presenter:</b> Ms. Roberts	<b>ET Lead:</b> Ms. Roberts
OCHE will fund 1-2-Free for at least the next 2 years.		
The state funding allocation should be announced in the next few weeks. Our tentative plan is to budget for using reserves this year, with a \$210,000 shortfall. Per BOR guidance, there will be no resident tuition increase. ET approved a 5% increase in non-resident tuition and CPBAC will be informed at the next meeting.		
HB 2 has not yet passed but major change is not anticipated.		
<b>3. Dr. Erdmann visit</b>	<b>Presenter:</b> Dr. Wolff	<b>ET Lead:</b> Dr. Wolff
Dr. Erdmann will visit campus on Monday, April 26.		
<b>4. Other</b>	<b>Presenter:</b>	<b>ET Lead:</b>
Executive Team discussed adding HVAC to the Industrial Tech program.		