

Executive Team Meeting Notes
May 17, 2021 | 10:00 – 11:30 am | Room G2 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
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer	Mr. Scott Thompson, Director of Communications & Marketing

Guests:

Ms. Mandy Wright, Director of Library Services

Standing Items

1. Healthy Campus Task Force	<i>Presenter: Dr. Frost</i>	<i>ET Lead: Dr. Frost</i>
<p>The healthy campus portal will be taken down but the healthy campus plan will be kept. City-County Health suggestions:</p> <ul style="list-style-type: none"> • Encourages mask wearing and social distancing for those not vaccinated. Include “if you’re vaccinated” when discussing not masking or social distancing. • Not concerned with gatherings under 250 • Encourages contact tracing for events • Adopt a policy stressing staying home when ill and include language in handbook. • Proposes holding a vaccination clinic here for GFC and UP students, possibly tying in to vaccination incentive gift cards. 		
2. COVID Calls	<i>Presenter: Ms. Bonilla</i>	<i>ET Lead: Ms. Bonilla</i>
Nothing new to report.		
3. HEERF Funding	<i>Presenter: Ms. Bonilla/Ms. Roberts</i>	<i>ET Lead: Ms. Bonilla/Ms. Roberts</i>
<p>GFC has received another \$2.8 million of HEERF funding: \$1.5 direct to students, \$1.3 to institution. Total funding received to date is \$5.88 million.</p> <p>Student Emergency Funding: GFC has distributed \$1.25 million directly to students with an additional \$1.5 to distribute.</p> <p>Institutional Funding Distribution: GFC has spent (or earmarked for future spending) \$1.04 million in institutional spending. \$5.88 million funding has been received to date for HEERF, CRF, and GEER. GFC is being careful to document all spending and ensure guidelines are followed to the letter.</p>		
4. Campus Morale Planning	<i>Presenter: Dr. Wolff</i>	<i>ET Lead: Dr. Wolff</i>
Dr. Wolff is hosting a campus-wide pizza party today.		
5. Legislative Report	<i>Presenter: Dr. Wolff</i>	<i>ET Lead: Dr. Wolff</i>
Four commissions are being formed to look at how federal dollars can be spent.		

Agenda

**denotes additional documents*

1. Library open to public – see attached policy and procedure	<i>Presenter: Ms. Wright</i>	<i>ET Lead: Dr. Wolff</i>
<p>The campus is open to the public effective 5/17/21. It is not necessary to keep track of all library visitors.</p> <p>Policy and procedures are currently under review. The policy is basically unchanged, with the procedures pulled out into a separate document.</p> <p>The Community Patrons Procedure will place emphasis on student use of the library and set boundaries for public use of library. Printing rates have been revised. Six macs were pulled out of the computer lab, leaving six computers available for public use. Signage has been updated. The public cannot access student computers. An outreach to welcome students, faculty and staff will be accomplished in the fall.</p> <p>Three candidates for the librarian position have been chosen.</p>		

2. Return to normal operating conditions	Presenter: Ms.Bonilla	ET Lead: Ms. Bonilla
The campus is open to the public effective 5/17/21.		
3. Accreditation team update	Presenter: Dr. Frost	ET Lead: Dr. Frost
The accreditation team members include Jeri Pullum (chair), Mandy Wright, Leanne Frost, Dena Wagner-Fossen, Eleazar Ortega, Lauren Swant, and Kerry Dolan.		
4. Follow up summer and Respiratory Therapy enrollment	Presenter: Ms. Bonilla/Dr. Frost	ET Lead: Ms. Bonilla/Dr. Frost
<p>Ten applicants have been received for Respiratory Therapy.</p> <p>Summer Faculty Pay due to low enrollment. Pro-rated compensation will be paid for full-time faculty; a summer class is considered fully enrolled at 12 students instead of the usual 15. Several classes were canceled due to low enrollment. Several students in cancelled F2F classes were moved to online sections. The A&P online courses have filled up. Headcount is at 294 with 1 less FTE than last summer.</p> <p>Trades faculty are teaching classes for Rivet Mile, General Mills, and Red Horse Squadron through July 9. After July 9, the building and faculty will move to four-ten schedule for summer and maintenance work.</p>		
5. HB 102 and how the proposed policy affects our campus	Presenter: Ms. Bonilla	ET Lead: Ms. Bonilla
We are currently working on campus policy and procedure regarding HB 102 and will finalize after BOR meeting. The group discussed the task force makeup.		
6. De-escalation training	Presenter: Ms. Bonilla	ET Lead: Ms. Bonilla
<p>De-escalation training</p> <p>Ms. Bonilla met with the state trainer and was pleased with the de-escalation training under development. Two sessions will be held – one in July, one in August. Training will be mandatory for full-time staff and full-time faculty.</p> <p>Other training:</p> <ul style="list-style-type: none"> • Voluntary mental health training (Kognito) will be offered beginning in July for faculty and staff. 		
7. Other	Presenter: Dr. Wolff	ET Lead: Dr. Wolff
The new student government officers have been elected.		



SUBJECT: Library

POLICY: 902.5 Community Patrons

RELATED PROCEDURE: 902.5.1

EFFECTIVE: January 2006

REVISED: May 2021

REVIEWED:

Introduction and Purpose

The purpose of this policy is to define those who qualify as community patrons and to explain applicable library use privileges.

Definition

Community patrons are defined as Montana residents age 16 and older who are not current students, faculty, or staff of Great Falls College MSU or students at other Montana State University institutions. Great Falls College MSU alumni have the same privileges as community patrons.

Policy

1. Community patrons may borrow library books and other materials with a current community borrower's card.
2. Patrons are responsible for damages to library materials while checked out under their account. Damaged items may be assessed a fine, depending on the extent of damage. An item returned in such a condition that it must be replaced will be treated as lost (see 6). All damaged items remain the property of the library.
3. Fines will be assessed for late, damaged, or lost materials. Fine amounts vary depending on the material borrowed.
4. Borrowing privileges may be revoked for failure to return items, pay fines, or pay for lost or damaged materials.
5. Community patrons must adhere to the library conduct policy (901.1) and posted space use restrictions.



SUBJECT: Library

PROCEDURE: 902.5.1 Community Patrons

EFFECTIVE: May 2021

REVISED:

REVIEWED:

The Weaver Library welcomes community patrons as defined in policy 902.5. Although community patrons are always welcome in the library, priority is given to Great Falls College MSU students. The following library use and borrowing privileges apply to community patrons.

Library use:

1. Community patrons may use designated library seating for 1 hour per day.
2. Community patrons may use designated library computers for 1 hour per day.
3. Printing is available at current posted rates.
4. Access to the library's online resources is available to community patrons while on campus.
5. Inter-library loan and off-campus online resource access are not available to community patrons.

Borrowing privileges:

1. To apply for a community borrower's card, you must present photo identification and proof of residency (such as a utility bill) in Montana and an adult signature for borrowers under the age of 18. Community Borrower Cards are issued for one year but may be renewed. Your borrower's card is necessary to check out library materials. Lost cards should be reported promptly. A borrower is responsible for all items checked out on his/her card.
2. Community borrowers are limited to 5 items checked out at a time. Materials under heavy demand by Great Falls College MSU students and/or faculty may be withheld or recalled at the librarian's discretion. Borrowed items may be renewed once unless someone else has requested their use. Renewals may be done in person or over the phone.
3. Circulating books in the general collection may be checked out for a period of 3 weeks. AV materials circulate for 3 days. The most recent issues of periodicals do not circulate, but may be used in the library. Back issues of journals, magazines and newspapers circulate for 3 days. All items are subject to recall after 3 weeks, if requested by another patron.
4. Fines for 3-week loan items and periodicals are assessed at \$0.50 per day/per item. Overdue AV materials accrue at \$2.00 per item/per day.
5. Late materials accruing fines up to \$25.00 will be considered lost. Library materials more than 30 days overdue are also considered lost. If an item is lost, you will be billed the replacement cost of the item plus a \$20.00 processing fee. If the item is no longer in print, you will be billed the average cost for a book/video in the same general subject area, plus the \$20.00 processing fee. Lost material bills are transferred to the Business Office for collection.
6. Borrowing privileges may be revoked for failure to return items, pay fines, or pay for lost or damaged materials.