

Executive Team Meeting Notes
June 28, 2021 | 9:30 – 11:00 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 (absent)

Guests:

Standing Items

1. COVID Calls	Presenter: Ms. Bonilla	ET Lead: Ms. Bonilla
Nothing new to report.		
2. HEERF Funding	Presenter: Ms. Bonilla/Ms. Roberts	ET Lead: Ms. Bonilla/Ms. Roberts
Student Emergency Funding: Nothing new to report Institutional Funding Distribution: Ms. Roberts will post information on costs through June 30 that were set aside for HEERF. GFC received notice that GEER grants will not be extended.		
3. Campus Morale Planning	Presenter: Dr. Wolff	ET Lead: Dr. Wolff
<ul style="list-style-type: none"> Dr. Wolff and Dr. Erdmann are hosting an ice cream party Wednesday, June 30, 2021 from 2:30 – 3:30 		

Agenda

**denotes additional documents*

1. Academic Affairs Staffing Changes	Presenter: Dr. Frost and Ms. Bonilla	ET Lead:
With Stacy Lowry's acceptance of the Executive Assistant to the CEO/Dean position, the administrative duties of General Studies, Health Sciences and Trades will be covered by Jeni Luft. Jeni will be moving into R234. We may request a work study student in the fall if needed.		
2. Inclusion & Diversity efforts	Presenter: Dr. Frost and Ms. Bonilla	ET Lead:
Josh Archey and Brie Menut are currently members of the inclusion and diversity group. They were tasked with researching what currently exists on campus, resources, and goals and will report at a meeting today. A third member will be added to the group.		
3. COVID-19 Vaccination Clinics	Presenter: Ms. Bonilla and Dr. Frost	ET Lead:
The first on-campus vaccination clinic will be held June 30, 2021. Another clinic for the second dose if needed is July 28. Town Pump cards will be distributed at the clinics. We are considering possible incentives to encourage vaccinations.		
4. Other	Presenter: Various	ET Lead:
Staffing: ET approved (via electronic vote) filling the Financial Aid Specialist I position. Enrollment: Fall enrollment (FTE of 272) is up, but lags behind 2019 FTE of 350. We are looking at changing the MUS app to delete any colleges the student is not considering in order to more accurately reflect applications versus enrollments. Ms. Bonilla noted that dual enrollment students are enrolling earlier. Central Catholic attempted to enroll their dual enrollment students before the summer break.		
5. Dental Clinic Ribbon Cutting	Presenter: Various	ET Lead:
Executive Team members discussed selecting a date for the dental clinic ribbon cutting. The ribbon cutting ceremony may be combined with a welcome for Dr. Erdmann and students and perhaps include Business After Hours. Ms. Bonilla noted that Shannon Marr will be included in the discussions.		

6. Other – Academic Programs	Presenter: <i>Various</i>	ET Lead:
<p>Russ Motschenbacher will be travelling to Billings in mid-July with Melissa Wells (Respiratory Therapy Program Director) for the OneMSU RT program.</p> <p>We are looking at the possibility of adding Dental Assisting to the OneMSU grant. Also under consideration are sonography and radiology programs.</p>		