

**Executive Team Meeting Notes**  
**May 11, 2020 | 9:30 – 11:00 a.m. | Video Conference**

**Purpose Statement:** *The Executive Team will meet and create a supportive environment in which to exchange information, solve problems, coordinate efforts, and create improvements that will benefit the college.*

**Members:**

Dr. Susan J. Wolff, CEO/Dean	Ms. Lorene Jaynes, Chief of Staff
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer	Ms. Carmen Roberts, Director of Operations
	Mr. Scott Thompson, Director of Communications & Marketing

**Guests:**

Ms. Dena Wagner-Fossen, Registrar

**Agenda**

<b>1. Policy 212.12 Placement Exam Retakes</b>	<b>Presenter:</b> Ms. Wagner-Fossen	<b>ET Lead:</b>
<p>Policy 212.12 was approved in July 2019, and a recent review brought up the need for modifications to be made including the need for policy language to be more student friendly by simplifying wording, a change to the time frame for placement testing a third time, and adding the consequence of violation of these time frames. With the addition of an application and enrollment intake for the 2nd 8-week block, a review of the time frame for taking the placement test a third time was done. The original 120-day window would make students testing before the start of term ineligible to re-test to try to enroll in math or writing in the 2nd 8-week block. The time frame has been clarified and includes the addition of calendar days.</p> <p><b>ACTION:</b> The Executive Team approved moving the modifications forward to campus for the two-week review.</p>		
<b>2. Advertising/Marketing Opportunities</b>	<b>Presenter:</b> Mr. Thompson	<b>ET Lead:</b>
<p>Mr. Thompson shared some opportunities local news outlets have available at this time. He also discussed the production of videos for our PTA, Cyber Security, and Industrial Tech programs. He will work with the appropriate information technology staff on some possible video demonstrations for courses/labs.</p>		
<b>3. Strada Data</b>	<b>Presenter:</b> Ms. Bonilla	<b>ET Lead:</b>
<p>Ms. Bonilla provided data points received from Shannon Marr, GFC MSU Director of Recruitment &amp; Enrollment, from a recent Strada webinar she attended.</p> <p>Strada has been tracking the impact of the pandemic and noted the following:</p> <ul style="list-style-type: none"> <li>• The US GDP declined 4.8% in the first quarter</li> <li>• Over 30 million Americans have filed for unemployment</li> <li>• Leisure , hospitality, and personal care industries have been hit the hardest             <ul style="list-style-type: none"> <li>○ People in these industries are least likely to seek education to find work</li> <li>○ Info tech, finance, and manufacturing will be likely to see education to find work</li> </ul> </li> <li>• People are not seeking a degree, but rather skills-based training – online             <ul style="list-style-type: none"> <li>○ Recent inquiries in the admissions office have been about online programs</li> </ul> </li> </ul> <p>At this time, people are not wanting to seek further education, and Strada is trying to learn what the needs of the workforce will be. Colleges will need to design programs/trainings that meet the needs of the local workforce.</p> <p>For more information:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.stradaeducation.org/publicviewpoint/">https://www.stradaeducation.org/publicviewpoint/</a></li> <li>• <a href="https://www.edsurge.com/news/2020-04-21-dear-colleges-please-do-not-build-more-degree-programs-in-this-time-of-crisis">https://www.edsurge.com/news/2020-04-21-dear-colleges-please-do-not-build-more-degree-programs-in-this-time-of-crisis</a></li> </ul>		
<b>4. Classrooms</b>	<b>Presenter:</b> Ms. Roberts	<b>ET Lead:</b>
<p>Ms. Roberts began looking at campus classroom space with the concern of student safety and social distancing in mind. A review of class and lab sizes and appropriate spaces for each will be done. Further research will be done before any final decisions are made. Dr. Wolff will notify campus of fall face-to-face and hybrid options in mid-summer.</p> <p>Ms. Bonilla shared that floor stickers and stanchions will be used in student central to ensure appropriate distancing.</p>		