

Executive Team Meeting Notes
June 8, 2020 | 9:30 – 11:00 am. | 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 *absent*

Mr. Scott Thompson, Director of Communications & Marketing

Guests:

Ms. Charla Merja, Academic Success Director

Dr. Leanne Frost, General Studies Division Director

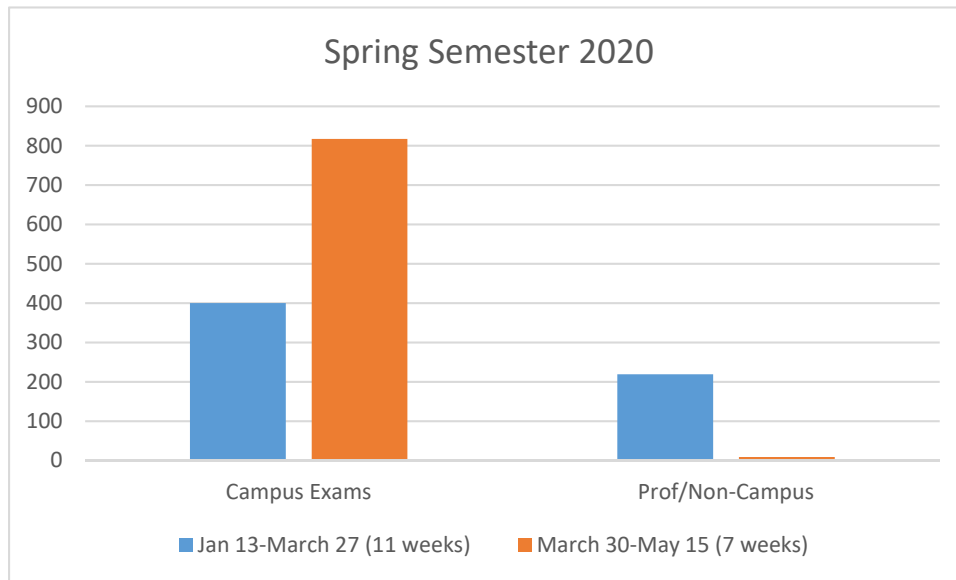
Guests

1. Testing Center Data

Presenter: Ms. Merja

ET Lead:

During the 7 week period of remote learning, the Testing Center utilized MonitorEDU software to chat and administer faculty exams. The graph below shows the number of campus exams given during the first 11 weeks (400) of the semester vs. the last 7 weeks (817).



Ms. Merja noted how incredible our students were by being able to take exams during this time with all the other distractions taking place around them.

Our professional testing services were one of the only open during this timeframe, as well. The Executive Team extended kudos to Ms. Merja and her staff for their work to assist our students.

Standing Items

1. Reopening/Healthy Start Task Force

Presenter: Dr. Frost

ET Lead:

OCHE has requested campus plans be sent to them a day or two prior to it being released to the public. Subcommittee drafts are due to Dr. Frost this Wednesday and will be sent out to full committee on Friday. A final draft plan will be sent to the Executive Team on June 19 and finalized by June 25.

2. CARES Act Student Emergency Funding	Presenter: Ms. Bonilla	ET Lead: Ms. Bonilla
Ms. Bonilla noted there have been no new applications for spring. The next report is due to OCHE next week. We have spent 63% of our funds. Students can still apply for summer funds by requesting applications through the Financial Aid Office.		
3. CARES Act Institutional Funding Distribution	Presenter: Ms. Roberts	ET Lead: Ms. Roberts
Nothing to report this week.		

Agenda

1. Biology Staff Position Vote	Presenter: Ms. Bonilla	ET Lead:
CPBAC voted for the position – not unanimous – 19 for/3 against. Majority vote – CPBAC recommends. First year is Perkins funded then rolls off the next 3 years.		
Will send out an electronic vote to ET for this position.		
2. Salvation Army Distribution Location	Presenter: Mr. Thompson	ET Lead:
Salvation Army produce distribution – was a mess at the mall. This past week they found several points around town to distribute along with their main location. Still had a mess with traffic. Could our parking lot be used? Thursdays from 3-6pm. East and back parking lot on Thursday afternoons. Scott will talk to Carmen and Gary to see what their thoughts are on the topic.		

Upcoming Events

June

- **Board of Regents** *June 29-30, OCHE*

July

- **Independence Day** *July 4, Offices Closed*
- **End of Summer Session** *July 10*