

Executive Team Meeting Notes
August 10, 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 <i>absent</i>
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer	Ms. Carmen Roberts, Director of Operations
Dr. Leanne Frost, Executive Director of Instruction	Mr. Scott Thompson, Director of Communications & Marketing

Guest:

Ms. Mallory Antovel, Human Resources Manager	Ms. Julie Freshly, Assistant to the CSAO
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Standing Items

1. Reopening/Healthy Start Task Force	Presenter: <i>Dr. Frost</i>	ET Lead: <i>Dr. Frost</i>
<p>Everything is going well in preparation for the first day of classes next week. Sanitation kits are ready for distribution and hand sanitizer has been disseminated across campus. Health Science programs have the needed personal protective gear for the semester and beyond. Instructors will be packing their own classroom supplies. Facilities will have the furniture placement completed by the end of the week to ensure appropriate distancing. Ms. Bonilla sent an email to students last week detailing all that has been done to prepare for fall 2020 semester.</p> <p>The front desk in the atrium is still in need of student workers. The positions have been listed on D2L and will be placed on the college's app. It was reminded that we are not open to the public.</p>		

Agenda

1. Welcome Back Fall Activity	Presenter: <i>Ms. Antovel</i>	ET Lead: <i>Ms. Bonilla</i>
<p>Plans for the fall 2020 welcome back were discussed. The Dean's Fund and Campus Event Fund will cover the costs. The Employee Events Committee will discuss ideas this week, and Ms. Antovel will email a final plan to the Executive Team.</p>		
2. Governor's COVID-19 Funding	Presenter: <i>Ms. Roberts</i>	ET Lead: <i>Ms. Roberts</i>
<p>Dr. Wolff and Dr. Frost will be on a call tomorrow during which they will receive more information on the Governor's COVID 19 funding. There was discussion about how to effectively handle contact tracing. Dr. Frost will take the discussion to the Healthy Fall Task Force, and Ms. Roberts will contact OCHE.</p>		
3. COVID Dashboard	Presenter: <i>Mr. Thompson</i>	ET Lead: <i>Mr. Thompson</i>
<p>The Executive Team agreed a COVID dashboard for the college will not be pursued, as it has raised concerns in the MUS regarding HIPAA violations. FAQs and talking points will continue to be prepared. Dr. Frost and Mr. Thompson will work on campus communications and include Ms. Bonilla when appropriate.</p>		
4. Other	Presenter:	ET Lead:
<ul style="list-style-type: none"> • Dr. Wolff gave a shout out to Ms. Roberts and the facilities crew for the hard work they did during spring semester and preparing for fall semester. There is a sense of pride in what has been done. • Mr. Thompson is releasing a story today about Ben McKinley and the work he has done in the dental area. Dr. Wolff suggested submitting it to Community College Journal. • Ms. Bonilla and Ms. Roberts conducted a pre-bidding walk-through of the childcare facility. It is hoped a provider will be in place by January. • Dr. Frost shared they are working on finalizing the appropriate offering of fall classes. 		