

**Executive Team Meeting Notes**  
**August 17, 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 <i>absent</i>
Dr. Leanne Frost, Executive Director of Instruction	Mr. Scott Thompson, Director of Communications & Marketing

**Standing Items**

**1. Reopening/Healthy Start Task Force**

**Presenter:** *Dr. Frost*

**ET Lead:** *Dr. Frost*

Everything is going well on this first day of classes, and everyone is wearing masks. Volunteers will complete Module 1 of the Contact Tracing Training by the end of this week.

Ms. Roberts has ordered 100 digital thermometers, which will arrive the end of September. At this time, she has not been able to find food grade sanitizing wipes.

**Agenda**

**1. Mini-Byte Recommendation**

**Presenter:** *Dr. Frost*

**ET Lead:** *Dr. Frost*

The Academic Directors and Admissions staff recommend not offering Mini-Bytes this year. Based on data gathered over the past few years, the number of participants has greatly decreased. The group will revisit in spring on whether to offer Mini-Bytes in the next academic year. The Executive Team approved the recommendation.

**2. Internship Policy**

**Presenter:** *Dr. Frost*

**ET Lead:** *Dr. Frost*

A faculty workgroup recommended the number of hours in Policy 215.1, Internships, be reduced from 90 hours to 45 hours, bringing it in line with MSU and other institutions across the country. The faculty workgroup preferred these hours be noted in policy. The Executive Team agreed with the recommendation. Dr. Frost will take a revised version of the policy back to Faculty Senate for review and return to the Executive Team for approval to send out for a campus review.

**3. Phone Coverage**

**Presenter:** *Ms. Bonilla*

**ET Lead:**

In order to ensure consistent phone coverage for the college's main line, backup coverage will be permanently added to a position description, yet to be determined. The Admissions Office has information prepared for those answering so they know how to appropriately transfer calls.

**4. DH Poster Session**

**Presenter:** *Dr. Frost*

**ET Lead:**

The Executive Team recommends and supports virtual sessions for those courses that include a presentation to the public component. Other events that would require inviting the general public to come to campus will not take place this year.

**5. Other**

**Presenter:**

**ET Lead:**

The NC-SARA website will be live later this week.

The Title IX page is live. The policy is still in process of being finalized.