

**Executive Team Meeting Notes**  
**August 24, 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, Executive Director of Operations
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*

*Veterans Center Study Room Limits*

- Dr. Frost brought forward a request to reconsider the capacity of the Veterans Center Study Rooms from one person to two. The students often quiz each other and work together with the models. Requirements would include: masks worn at all times in the room; maintain a distance of 6 feet; and the door should remain open. Clear and distinct signage will be posted on each room.
  - The Executive Team agreed to move forward with two students allowed per study room.
  - This will apply to the Native American Enrichment Center as well.

*No Smile Left Behind in the Spring*

- For the safety of our students, faculty, and staff, this event will not be held in 2021. Dr. Frost will inform the appropriate people. Dr. Frost will have a discussion with the dental hygiene program director about the possibility of a local healthcare provider hosting the event.

*Isolation and Food Delivery Back-Up Plan*

- To ensure the well-being of any student who may be required to isolate, the college wants to ensure the student has a safe place to stay and food. COVID funds could assist with the expense of putting the student up in a hotel and providing food/supply boxes. Ms. Bonilla will talk with the Office of Student Engagement about finding a hotel that would agree to allow this accommodation at a reasonable cost.
- It was recommended this be considered for staff and faculty, as well.

*MUS COVID-19 Testing/Tracing/Mitigation*

- Ms. Bonilla shared the calls have been very informative.
- The COVID-19 Symptom Checker is on the college website, and Ms. Bonilla will ask for it to be placed on D2L.

*Contact Tracing Training*

- Campus volunteers have completed the first module of the Contact Tracing Training. The college will not continue to the second module, as it focuses on the investigation piece of contact tracing, and this is not something in which the college will participate.

**Agenda**

**1. Access to MUS Enrollment Data**

**Presenter:** *Dr. Wolff*

**ET Lead:**

The MUS enrollment data shared with the Executive Team and Joint Directors does not reflect any final numbers. The college's current enrollment numbers reflect an approximate 12% shortfall of the budgeted FTE.

**2. Lifelong Learning**

**Presenter:** *Dr. Wolff*

**ET Lead:**

The Director of Lifelong Learning will be leaving the college on September 11. The position description will be reviewed. The Executive Team agreed to move forward with the request for rehire.