

Executive Team Meeting Notes
September 9, 2020 | 8:00 – 9:00 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
Dr. Leanne Frost, Executive Director of Instruction	Mr. Scott Thompson, Director of Communications & Marketing

Standing Items

1. Reopening/Healthy Start Task Force	Presenter: <i>Dr. Frost</i>	ET Lead: <i>Dr. Frost</i>
Ms. Bonilla is working on COVID-19 reporting forms on Maxient. Once final approval is received, campus will be notified.		
2. Daily COVID Calls	Presenter: <i>Ms. Bonilla</i>	ET Lead: <i>Ms. Bonilla</i>
Supplies at the Department of Emergency Services has requested we order supplies for spring on our own. Ms. Roberts has relayed the information to the appropriate people on campus.		
3. CARES Act Student Emergency Funding	Presenter: <i>Ms. Bonilla</i>	ET Lead: <i>Ms. Bonilla</i>
Nothing to report.		
4. CARES Act Institutional Funding Distribution	Presenter: <i>Ms. Roberts</i>	ET Lead: <i>Ms. Roberts</i>
Ms. Roberts is tracking classes moving from in-person to online and is working with financial aid to determine how to best get the funds to our students. Further discussion will take place in Joint Directors this week.		

Agenda

**Denotes additional documentation in Box*

1. Respiratory Therapy	Presenter: <i>Dr. Frost</i>	ET Lead:
Removing Respiratory Therapy from moratorium was presented at last week's Curriculum Committee meeting. There were minor adjustment made to the math requirement. It is currently out for an electronic vote. It will be submitted to OCHE by September 15.		
2. Spring Planning	Presenter: <i>Dr. Frost</i>	ET Lead:
Spring course schedules due to the Registrar's Office by October 1. At this point, spring semester will begin on January 11 and will be scheduled normally. However, faculty will be prepared to shift modalities if necessary. Faculty requesting special accommodations must reapply for spring.		
3. United Way/Food Truck Fundraiser	Presenter: <i>Ms. Roberts</i>	ET Lead:
The Executive Team approved having a food truck at campus as requested from the Staff Senate and the United Way Campaign Chair. Ms. Roberts will work with the Facilities Director on a location for the food trucks to set up.		
4. Other	Presenter:	ET Lead:
The Dental Addition Groundbreaking takes place this Friday, September 11, at 9:45 am.		