

**Executive Team Meeting Notes**  
**October 26, 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**

<b>1. Reopening/Healthy Start Task Force</b>	<b>Presenter:</b> <i>Dr. Frost</i>	<b>ET Lead:</b> <i>Dr. Frost</i>
The Reopening/Healthy Start Task Force will reconvene on November 6.		
<b>2. Daily COVID Calls</b>	<b>Presenter:</b> <i>Ms. Bonilla</i>	<b>ET Lead:</b> <i>Ms. Bonilla</i>
The calls have moved to a Monday, Wednesday, Friday schedule. The Cascade County health board meets this week.		
<b>3. Campus Morale Planning</b>	<b>Presenter:</b> <i>Dr. Wolff</i>	<b>ET Lead:</b> <i>Dr. Wolff</i>
Dr. Frost will check in on the music performances. Mr. Thompson will check with the TAC to determine the possibility of creating an online platform to share thoughts of thankfulness. Ms. Bonilla will send an email reminder to campus about the two days off coming up in November.		

**Agenda**

*\*Denotes additional documentation in Box*

<b>1. Employee Assistance - Groceries</b>	<b>Presenter:</b> <i>Ms. Bonilla</i>	<b>ET Lead:</b>
The Executive Team will coordinate grocery orders as needed for employees who need assistance.		
<b>2. Dr. Wolff Retirement Plan Message to Campus</b>	<b>Presenter:</b> <i>Dr. Wolff</i>	<b>ET Lead:</b>
Dr. Wolff will send an email to campus this week.		