

# COBA LEADERSHIP TEAM MINUTES

Thursday, April 8, 2021

Present: Mark Frank, Kristina Grimes, Kurt Jesswein, Gerald Kohers, Philip Morris, Mitchell Muehsam, Fawzi Noman, Joey Robertson, and Shani Robinson. (Virtual Meeting)

1. Approval of Minutes. Minutes for March 25<sup>th</sup> were approved.
2. CAD Updates.
  - a. Cabinet Updates.
    - i. COVID Update.
      - o Campus is switching to the Johnson & Johnson vaccine. The second Moderna shot will still be available to those who received the first shot.
      - o Multiple university wide surveys will be sent out this summer to poll how many people have been vaccinated.
      - o Travel guidelines have been updated by the CDC and the campus should put out an update later this week.
    - ii. FO-19 Policy – Approval of gift purchases now stop with signature authority for the fund. Updated policy will be available soon and the Dean will forward it to all departments.
    - iii. Winter Storm Stipends – The university has decided to give a stipend to employees who went above and beyond during the recent winter storm. COBA has submitted Fawzi’s name for his hard work and effort.
    - iv. Campus Focus Groups – President White would like to create focus groups comprised of internal and external people. The focus groups are designed to consider the future direction of the university. The Dean will need to submit names by Monday, April 19<sup>th</sup>. The Leadership Team discussed possible names to submit and will email suggestions to the Dean.
  - b. Budget.
    - i. President White was pleased overall with the hearings. Next year there will be a push to be more budget driven. The deans will work on the budget process for summer and fall and link all future requests for funds to the strategic plan.
    - ii. There have been no recent updates from the System Office.
  - c. Academic Credit for Experiential Learning Policy Review – The policy is being reviewed and updates made. Changes will put more responsibility on students to submit complete information to be considered for credit. The Leadership Team discussed possible considerations and additions to policy. Dr. Robinson will take these to the committee.
3. AACSB – Next Steps.
  - a. The Leadership Team will schedule a separate meeting to discuss next steps.
  - b. AoL – Dr. Jesswein is drafting an evaluation/suggestion for improvements. A meeting will be scheduled to discuss suggested changes.
4. Workload Policy and Handbook. The Dean will submit suggested changes to the handbook this week. The Dean’s Office (Kristina) will keep a running total of independent studies done by professors once the new guidelines are in place.
5. Miscellaneous.

- a. Final Exam Schedule – The Chairs have sent Dr. Jesswein their requests for face to face final exams.
- b. DLF Allocation – We may be able to use up to 35% of DLF for purchases not related to DLF (pending memo from Finance and Operations). A meeting to discuss FY22 allocations will be scheduled for next month.
- c. Bookstore Issues - Dr. Robertson is still experiencing pushback from the bookstore to select a different book for a course. Dr. Robinson will schedule a meeting with Kristi Vienne to address the issue.