

COBA LEADERSHIP TEAM MINUTES

Thursday, November 5, 2020

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

1. Approval of Minutes. Minutes for October 22nd were approved.

2. CAD Updates.

- a. EMMA – The university has purchased a new mass email software. This will be implemented in the fall of 2021. Faculty will not be required to

attend, and the deans will only be asked to attend

their college's ceremony.

- iv. Two volunteers are needed to call names at our ceremony.

d. Travel.

- i. All university travel through December has been stopped. Anyone traveling will not be reimbursed and must quarantine upon their return.
- ii. Spring Travel – Decisions for spring travel are still being determine the magnitude of the issue. The Provost will send a memo to the Admissions Office to request that this process be stopped for the remainder of the year.

f. Provost Retirement

– Dr. Eglsaer has announced he will be retiring, and Dr. Maynard will be

the new Provost. The Provost will send a memo to the Admissions Office to request that this process be stopped for the remainder of the year.

- b. Summer and Fall 2021 Schedules – The 2021 summer & fall schedules will be built using the remote option plan and social distancing room capacities. The Chairs should consider building their schedules with and without the remote option and social distancing capacities, so we are prepared for any changes.
- 6. Miscellaneous.
 - a. Campus Events – There is a new permission form for holding events on campus.