

## Core Team Meeting Notes 10.26.2020

**Members Present:** Donna Oracion, Annemarie Oldfield, Tony Major, Rebecca Schneider, and Shawn Powell

### Topics Discussed:

1. Donna – College Development
  - a. Graduates for the December 10<sup>th</sup> virtual ceremony need to send their pictures to her, messages to graduates will be going out soon
  - b. Digital ads highlighting our academic programs will be going out soon
  - c. Additional training for Everbridge will be provided
  
2. Annemarie – Academic and Student Affairs
  - a. Student Affairs conducted a virtual FASFA session for students and parents last week at Roswell High School
  - b. The academic schedule should be sent out this week in time for the November 1<sup>st</sup> enrollment
  - c. Notices about enrolling for the spring term will be sent to students
  - d. Work with the high schools for dual credit courses is ongoing
  
3. Tony – Business Affairs
  - a. Food service will conclude November 24<sup>th</sup> for this term and resume January 10<sup>th</sup>
  - b. A virtual exit conference for the external audit findings was conducted last week; the results of the audit will be released soon
  - c. Capital Projects
    - i. PAC renovation, contract work is ongoing
    - ii. Replacement of cooling towers is under contract and will be proceeding
    - iii. The Auto/Welding Bldg. renovation and Maintenance Bldg. construction kickoff meeting will occur later this week. As of now we are planning for a Maintenance Bldg. groundbreaking on Nov. 18<sup>th</sup>
  
4. Rebecca – Human Resources
  - a. The following positions are currently posted on the website and in various stages of the hiring process:
    - Administrative Assistant VI-Student Affairs
    - Aviation Maintenance Instructor
    - NEW! Cultivating Success Initiative (CSI) Activities Director
    - Custodian
    - Director Information Technology

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- Director of Library Services
- Director of Physical Plant
- NEW! Groundskeeper
- NEW! HLC Accreditation & Executive Admin. Assistant
- Human Resources Generalist
- iCenter Coordinator studios
- Institutional Research Analyst
- Nursing Instructor
- Part-Time Safety & Security Clerical Assistant
- Security Officer
- Special Services Dorm Life Facilitator
- Student Support Specialist
- Temporary Part-time Support Instructor

b. A message about voting will be sent in the next few days

### 5. Shawn – President

- a. The campus is in Phase One of our return to campus plan
  - i. There is a COVID-19 spike occurring in the community and region
  - ii. We need to review working remotely where and when possible and work plans
- b. Pending final state approval we will be receiving a statue from through a transfer of public art from NMMI; The Art Committee will select a location for this statue
- c. Video production for an In-Depth with Lawrence Fishburne production featuring our aviation maintenance program will take place November 12<sup>th</sup>
- d. Review of a draft of a five year plan was conducted that shows major projects and capital improvements was done, it will be reviewed with the Senate Presidents later today and then sent to campus
- e. The establishment of the Veterans' center was discussed