

# COBA LEADERSHIP TEAM MINUTES

Thursday July 8, 2021

Present: Mark Frank, Kristina Grimes, Kurt Jesswein, Gerald Kohers, Philip Morris, Mitchell Muehsam, Fawzi Noman, Joey Roberts, and Shani Robinson

1. Approval of Minutes. Minutes for June 9 were modified and approved.
2. CAD Updates.
  - a. Cabinet Updates.
    - i. Enrollment (Ann Theodore) University enrollment is down 4.31% but trending in the right direction.
      - o Target metrics for increasing enrollment
        - a. Register 149 first time freshmen per week
        - b. Register 67 students per week total
      - o College strategy for enrollment
        - a. Retweet MarCom messaging
        - b. Instagram Stories
        - c. Messaging has been sent to college liaisons
        - d. Email campaign reaching out to students who have not yet registered.
  - b. Policy Review
    - i. Instructional Overload Policy The Leadership Team reviewed the policy changes

- i. Cameras will be installed around campus (outside only) to be used when necessary.
  - ii. Minimum wage will be adjusted for part-time and fulltime employees to \$15 per hour with a phased process to be completed by Fall 2022. This change will not apply to student workers.
  - iii. Up to \$2,000,000 of CARES Act funds will be used to cover student past due balances. This will help approximately 800 students.
  
- 3. Texas Transfer Advisory Committee. COBA has been asked to submit a nomination (along with CJ) for this committee that will be system wide. The Dean asked the Chairs to submit nominations to Dr. Robinson by July 16
  
- 4. COBA Tutoring Beginning August 2021 tutoring will be moved to the library. The library will hold an initial meeting to discuss scheduling. COBA will submit Dr. Morris and Dr. Gonzalez's names to attend the meeting.
  
- 5. Miscellaneous
  - a. One-hour Meetings- Additional one-hour single topic meetings will be scheduled to address unfinished business.
  - b. New Student Convocation Kay Angrove has sent out a request for 10 to 15 faculty members from each college to volunteer. The chairs have sent out requests to their departments and will send volunteer names to Kristina.
  - c. Future Meetings Leadership Team meetings in the future will be held via zoom and face to-face, when appropriate.