

## COBA LEADERSHIP TEAM MINUTES

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 –

- 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.