

## Minutes of the Executive Committee Meeting

1/14/2021 (9:00-10:00)

Present: Ahmed, Bowling, Buttimer, Contrino, Donaldson, Eltantawy, Gallo, Goel, Guffin, Jackson, Jaeger, Johnson, Leonzon, Loh, Russell and Watts

Announcement: Richard announced that Huston Pullen has been hired and will join CCB as the new Director of Small Business Development Center. Huston is coming from Washington and will be joining us on January 25<sup>th</sup>. Huston is a high energy individual and a good fit for the Center. He will start joining our committee meeting next month. Janice thanked Lakshmi for chairing the search committee and Richard for spending time with the candidates' interviews.

1. Approval of the 12/10/20 minutes – Minutes approved as written
2. Procurement Specialist Job Opening – Janice Donaldson  
Janice asked the committee to spread the word on a job opening happening in SBDC, the Procurement Specialist, which should be posted on January 26<sup>th</sup>. She also has another opening for a Graduate Student assistant job. This is an hourly rate and the applicant should be eligible for the Lowell Salter fellowship.
3. Coggin Career Week – Derek Guffin  
Derek shared the experience of Coggin Career Week that was done virtually. He shared his screen focusing on Fall 2020 career week attendance and showcases.
4. Proper Notice by Standing College Committee – Reham Eltantawy  
Reham shared a faculty concern on putting notices prior to the standing college committee meeting. The committee acknowledged the concerns raised. The bylaws committee is working on a set of draft bylaws that will shortly be sent to the faculty for feedback and eventually voting. This will provide the opportunity for the faculty to determine the form and timeliness of notice that they wish to require of standing committees going forward.
5. Adjournment – The meeting adjourned at 10:04.