**Executive Team Meeting Agenda**  
*February 8, 2021 | 9:30-11:00 am | Video Conference*

**Members:**  
Dr. Susan J. Wolff, CEO/Dean  
Dr. Leanne Frost, Executive Director of Instruction  
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer  
Ms. Lorene Pullum, Special Projects Coordinator  
Ms. Carmen Roberts, Executive Director of Operations  
Mr. Scott Thompson, Director of Communications & Marketing  
Ms. Toni Quinn, Academic Affairs Coordinator

**Guests:**  
Ms. Jeri Pullum, Special Projects Coordinator

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| **1. CAAAC Update – Strategic Goal 1.e.** | **Presenter:** Ms. Pullum  
Ms. Pullum noted the work on this metric depends on the progress being made to develop the assessment process: “Within five years, the student learning assessment of a random sample of students will show an improvement over the baseline set in 2022 for program-level goals.” | **ET Lead:** | |
| | Ms. Roberts shared the new Strategic Plan Teams group, which CAAAC is setting it up and learning to use the tool. When ready, it will be available to everyone on campus. | | |
| **2. COVID Calls** | **Presenter:** Ms. Bonilla  
Ms. Bonilla shared the calls have focused on vaccines and on-campus testing. An email will go out to campus with more information soon. | **ET Lead:** Ms. Bonilla | |
| **3. CARES Act Funding** | **Presenter:** Ms. Bonilla/Ms. Roberts  
Student Emergency Funding: A draft plan has been created. Once final guidelines are received from the Department of Education it will be implemented.  
Institutional Funding Distribution: The server room generator has been approved at all levels. IT will be meeting with lab instructors to understand technology needs in upper A-wing labs. Ms. Roberts is working with the Financial Aid Office to ensure as much money as possible is put into students’ hands. | **ET Lead:** Ms. Bonilla/Ms. Roberts | |
| **4. Campus Morale Planning** | **Presenter:** Dr. Wolff  
The college is still not allowing large food events on campus. Requests for small events will be handled case-by-case ensuring individually wrapped food and all participants remain six feet apart. Discussion on this will continue to determine how move forward safely for future events. | **ET Lead:** Dr. Wolff | |
| **5. Legislative Report** | **Presenter:** Dr. Wolff  
There are two new members on the Board of Regents.  
Deputy Commissioner Tessman has requested the 8-Week Advantage presentation be shared with the Academic, Research, and Student Affairs Committee. | **ET Lead:** Dr. Wolff | |

**Agenda**

| **1. Welding Changes** | **Presenter:** Dr. Frost  
Dr. Frost visited with the Trades Division Director and welding faculty regarding options for the welding program. Three scenarios were outlined, and after reviewing the numbers, it was determined scenario one, an 18-hour per week, part-time student worker and one faculty moved to a 12-month contract would be the most efficient and effective option rather than refilling the welding coach position.  
The Executive Team unanimously approved the proposal for scenario one as presented by Dr. Frost. | **ET Lead:** Dr. Frost | |
### 2. Graduation Venue Update  
**Presenter:** Ms. Bonilla  
**ET Lead:** Ms. Bonilla

Ms. Bonilla shared information received from Expo Park regarding use for our commencement ceremony. Capacity is 6,600, and chairs and tables are included with the rental fee. A group will visit the venue and brainstorm setup ideas.

The Executive Team approved moving forward with booking the venue for commencement.

### 3. Other  
**Presenter:**  
**ET Lead:**

Dr. Frost noted there will be recruitment for two adjunct faculty for dental assisting this fall.

She also shared the windows are being replaced in four General Studies faculty offices this week.