

**Executive Team Meeting Notes**  
**October 26, 2020 | 9:30 – 11:00 a.m. | Video Conference**

**Purpose Statement:** *The Executive Team will meet and create a supportive environment in which to exchange information, solve problems, coordinate efforts, and create improvements that will benefit the college.*

**Members:**

Dr. Susan J. Wolff, CEO/Dean	Ms. Lorene Jaynes, Chief of Staff
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer	Ms. Carmen Roberts, Executive Director of Operations
Dr. Leanne Frost, Executive Director of Instruction ( <i>absent</i> )	Mr. Scott Thompson, Director of Communications & Marketing

**Guests:**

Mr. Russ Motschenbacher, Health Science Division Director	Ms. Eleazar Ortega, Research Analyst ( <i>on behalf of CAAAC</i> )
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**Guests**

<b>1. Health Sciences Admin Rehire</b>	<b>Presenter:</b> <i>Russ Motschenbacher</i>	<b>ET Lead:</b> <i>Dr. Frost</i>
Mr. Motschenbacher presented a request to rehire the administrative assistant for Health Sciences, as the previous employee has accepted another position on campus.		
The Executive Team approved moving forward with the rehire pending approval from President Cruzado.		

<b>2. Strategic Plan Goal 1b</b>	<b>Presenter:</b> <i>Eleazar Ortega</i>	<b>ET Lead:</b> <i>Ms. Roberts</i>
Ms. Ortega shared the work CAAAC has done on Strategic Plan Goal 1b and will present at CPBAC next week. She noted final numbers for the reporting period will be available in November. See attached.		

**Standing Items**

<b>1. Daily COVID Calls</b>	<b>Presenter:</b> <i>Ms. Bonilla</i>	<b>ET Lead:</b> <i>Ms. Bonilla</i>
Discussion has included the capacity of local healthcare facilities and preparation for potential outbreaks.		

<b>2. CARES Act Funding</b>	<b>Presenter:</b> <i>Ms. Bonilla &amp; Ms. Roberts</i>	<b>ET Lead:</b> <i>Ms. Bonilla &amp; Ms. Roberts</i>
It was determined that funds from spring may be used to help those students impacted by COVID this fall. By distributing the student funds, the institutional funds will be able to be used to support students in the spring.		

<b>3. Campus Morale Planning</b>	<b>Presenter:</b> <i>Dr. Wolff</i>	<b>ET Lead:</b> <i>Dr. Wolff</i>
A virtual campus costume contest has been organized for Halloween.		

**Agenda**

<b>1. 800 Number</b>	<b>Presenter:</b> <i>Ms. Roberts</i>	<b>ET Lead:</b>
The cost to keep the 800 number is \$4,500 per year. After discussions with IT and Admissions, it was discovered the number is not being used and has not been placed on any marketing materials for some time.		
The Executive Team approved no longer utilizing the 800 number.		

<b>2. Policy 308.1 Grading</b>	<b>Presenter:</b> <i>Ms. Jaynes</i>	<b>ET Lead:</b>
Current policy 308.1 Grading, does not address a student that chooses to change from audit to credit-bearing. The proposed addition to the policy sets a specific timeframe during which changes from audit to credit-bearing, or vice-versa, may be made.		
The Executive Team approved moving this policy out for the two-week campus review.		

<b>3. Other</b>	<b>Presenter:</b>	<b>ET Lead:</b>
The TLC Daycare had a soft opening today. They are not fully staffed and have shuffled some families from the other location to this one. Admissions has a copy of the flyer for handing out to students, and Mr. Thompson will prepare a press release.		

# Strategic Planning Update

October 19, 2020

## Strategic Planning 2016-2022 Monitoring and Reporting

### College Assessment, Analysis and Accreditation Committee

Eleazar Ortega, Institutional Researcher and Data Analyst

Dena Wagner-Fossen, Registrar

Jeri Pullum, Special Project Coordinator

Mandy Wright, Interim Director of Library Services, Assessment, and Teaching & Learning Center

Carmen Roberts, Director of Operations

Russell Motschenbacher, Health Sciences Division Director

## Strategic planning focus for 2020

**Strategic Goal 1:** Promote student success, leading to increased retention and completion

### Strategic Goal 1.b. ▼

Support students in articulating and attaining their educational goals.

**Metrics:**

Within 5 years, 100% of a random sample of degree-seeking students have a documented purpose, plan, and path.

*Annual goals:*

*By October 2020, 55% of a random sample of degree-seeking students will have a documented purpose, plan, and path*

## Update on Activities

**Purpose** is defined as the student's primary program. If the student's primary program is General Education, then their purpose is whether they have a concentration or other defined program.

**Plan** is defined as whether or not the student has an academic plan created with their academic advisor.

**Path** is defined as the advisor's notes on a student's academic plan, indicating they have had an advising meeting to update plan.

## Update on Metrics

Data will be available in November, after Academic Advising indicates which students from the random sample have a purpose and a plan.

We gathered data during the summer but noted that it may be incomplete if any student chose not to attend during the first 8-weeks but will enroll in the second 8-weeks.