

Executive Team Meeting Notes
December 14, 2020 | 9:30-10:30 am | 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	Mr. Scott Thompson, Director of Communications & Marketing

Standing Items

1. Healthy Campus Task Force	Presenter: <i>Dr. Frost</i>	ET Lead: <i>Dr. Frost</i>
Dr. Frost will have the updates to the Healthy Campus Plan done this week. Ms. Bonilla is participating on a statewide task force, which is currently discussing vaccinations.		

Agenda

**Denotes additional documentation in Box*

1. Industrial Maintenance & Welding AAS Proposal	Presenter: <i>Dr. Frost</i>	ET Lead:
Dr. Frost brought forward a proposal to stack the IDT and Welding CAS degrees into an AAS. After discussion with the Executive Team, Dr. Frost will visit with the division director and faculty to determine the long-term needs for the programs. Dr. Wolff and Dr. Frost will have a conversation with local industry to get their input on employment needs in the area.		
2. Replace Welding Lab Manager/Welding Coach	Presenter: <i>Dr. Frost</i>	ET Lead:
This position will be a part of the conversation of the topic above.		
3. Workforce Navigators and Chmura	Presenter: <i>Ms. Bonilla</i>	ET Lead:
Ms. Bonilla reported on two items discussed at the recent Joint Directors meeting:		
<ul style="list-style-type: none"> • Workforce Navigator – The position would be useful if we were able to provide good direction to someone in the DLI. The preferred model was when the navigator was an employee of the college. Ms. Bonilla will talk to admissions about their work with the Job Service. Further discussions about the navigator will take place with the local Job Service in early spring. • Chmura – It was determined that this platform is not necessary at this point in time, as our current platform provides what we need. 		
4. Other	Presenter:	ET Lead:
The Internal Academic Program Review Recommendations brought forward on November 30 were approved unanimously by the Executive Team.		