

Executive Team Meeting Notes
January 11, 2021 | 9:30-11:00 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
Dr. Leanne Frost, Executive Director of Instruction	Ms. Carmen Roberts, Executive Director of Operations
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer	Mr. Scott Thompson, Director of Communications & Marketing

Guests:

Ms. Jeri Pullum, Special Projects Coordinator	Ms. Tammie Hickey, Lifelong Learning & Career & College Readiness Center
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Guests

**Denotes additional documentation in Box*

1. Accreditation Standard 2.D.2*	Presenter: Ms. Pullum	ET Lead:
<p>Ms. Pullum requested assistance with NWCCU Accreditation Standard 2.D.2 for the current report being compiled. Ms. Bonilla will provide the college's code of conduct, as well as the new website information for the compliance hotline. Ms. Bonilla will request her staff provide information to Ms. Pullum to help finalize this portion of the report.</p> <p>It was recommended to share a graphic showing the college's relationship with the Board of Regents and MSU after the introduction in the report.</p>		

2. Lifelong Learning	Presenter: Ms. Hickey	ET Lead:
<p>Tammie Hickey joined to share her vision and proposal for Lifelong Learning. She will meet with a smaller workgroup to further explore the proposal.</p>		

Standing Items

1. Healthy Campus Task Force	Presenter: Dr. Frost	ET Lead: Dr. Frost
<p>The College's campus plan has been posted to the website - http://gfcmsu.edu/about/documents/Healthy_Spring_2021_1-11-21.pdf.</p>		
2. COVID Calls	Presenter: Ms. Bonilla	ET Lead: Ms. Bonilla
<p>The calls continue to focus on vaccination availability.</p>		
3. Legislative Report	Presenter: Dr. Wolff	ET Lead: Dr. Wolff
<p>Mr. Thompson has a weekly call with communications staff from across MUS. As able, MSU's Government Affairs Director, Janelle Booth, joins them. Mr. Thompson will provide the Executive Team with relevant information as it becomes available. Dr. Wolff will share information she receives, as well.</p>		

Agenda

**Denotes additional documentation in Box*

1. Librarian Position	Presenter: Dr. Frost	ET Lead:
<p>The librarian position description and justification have been shared with the Executive Team. Dr. Wolff will present to President Cruzado at their next meeting.</p>		
2. Other	Presenter:	ET Lead:
<p>In regards to campus safety and security, Ms. Roberts proposed locking all exterior doors except the main atrium entrance at 6:00 p.m. daily. The Executive Team approved, and this will go into effect immediately.</p>		