

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

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
	Ms. Toni Quinn, Academic Affairs Coordinator

Guests:

Ms. Jeri Pullum, Special Projects Coordinator

Guests

1. CAAAC Update – Strategic Goal 1.e.	Presenter: Ms. Pullum	ET Lead:
<p>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.”</p> <p>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.</p>		

Standing Items

1. Healthy Campus Task Force	Presenter: Dr. Frost	ET Lead: Dr. Frost
<p>Dr. Frost noted last week’s call shared information for moving forward with fall semester as normal, pre-COVID times. They are awaiting specific direction for summer, but our campus will move forward as we have planned.</p>		
2. COVID Calls	Presenter: Ms. Bonilla	ET Lead: Ms. Bonilla
<p>Ms. Bonilla shared the calls have focused on vaccines and on-campus testing. An email will go out to campus with more information soon.</p>		
3. CARES Act Funding	Presenter: Ms. Bonilla/Ms. Roberts	ET Lead: Ms. Bonilla/Ms. Roberts
<p><i>Student Emergency Funding:</i> A draft plan has been created. Once final guidelines are received from the Department of Education it will be implemented.</p> <p><i>Institutional Funding Distribution:</i> 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.</p>		
4. Campus Morale Planning	Presenter: Dr. Wolff	ET Lead: Dr. Wolff
<p>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.</p>		
5. Legislative Report	Presenter: Dr. Wolff	ET Lead: Dr. Wolff
<p>There are two new members on the Board of Regents.</p> <p>Deputy Commissioner Tessman has requested the 8-Week Advantage presentation be shared with the Academic, Research, and Student Affairs Committee.</p>		

Agenda

1. Welding Changes	Presenter: Dr. Frost	ET Lead: Dr. Frost
<p>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.</p> <p>The Executive Team unanimously approved the proposal for scenario one as presented by Dr. Frost.</p>		

2. Graduation Venue Update	Presenter: Ms. Bonilla	ET Lead: Ms. Bonilla
<p>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.</p> <p>The Executive Team approved moving forward with booking the venue for commencement.</p>		
3. Other	Presenter:	ET Lead:
<p>Dr. Frost noted there will be recruitment for two adjunct faculty for dental assisting this fall.</p> <p>She also shared the windows are being replaced in four General Studies faculty offices this week.</p>		