

Executive Team Meeting Agenda
July 26, 2021 | 9:00 am -12:00 pm | G2

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. Stephanie Erdmann, CEO/Dean	Ms. Carmen Roberts, Executive Director of Operations
Dr. Leanne Frost, Executive Director of Instruction	Mr. Scott Thompson, Director of Communications & Marketing
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer	Ms. Stacy Lowry, Executive Assistant to the CEO/Dean
	Dr. Eleazar Ortega, Institutional Researcher & Data Analyst

Guests:

Ms. Jeri Pullum

Guests

Standing Items

1. Dental Clinic Ribbon Cutting	Presenter: Ms. Lowry	ET Lead: Ms. Lowry
<p>Invite list – save the date to go out end of week</p> <p>Working on getting a caterer for event</p> <p>Carmen will follow-up with Dave regarding mic and speaker.</p> <p>Students will be doing tours and will also be stationed around different areas.</p> <p>Signs to say what areas are will be posted.</p>		
2. Social Media Approval Process	Presenter: Ms. Lowry (using Scott's feedback)	ET Lead: Ms. Lowry
<p>Table until Scott can join us. Like it as a guideline--maybe revamp as a guideline. There is not a release on the admissions form for picture. Usually names are not listed in marketing.</p>		
3. Welcome Back/Convocation Event for Faculty and Staff	Presenter: Dr. Erdmann/Dr. Frost	ET Lead: Dr. Erdmann/Dr. Frost
<p>830-9:00 breakfast will be provided Aug 16 by Deb Evans</p> <p>Aug 17-1-3 for Dr. Erdmann and faculty.</p> <p>Do it again for staff- before the start of the semester-</p> <p>August 10 for staff in the morning and in the afternoon. Carmen will check for best room.</p>		

Agenda

**Denotes additional documentation in Box*

1. Budget Update (10 minutes)	Presenter: Ms. Roberts	ET Lead: Ms. Roberts
<p>Outcome: Awareness of FY21 surplus and FY22 shortfall (and what we're doing about both)</p> <p>Spend some money on Dental Building equipment. Transferred some funds into the plant reserve--in line with what BOR wants us to do. Minimum of 10% surplus for paint, carpet, HVAC, etc. Operations and IT stuff came from HEERF funds. We budgeted for a 5% decline in spring enrollment, but we were flat. FY22—enrollment reports, look consistently solid. Budget conversation to CPBAC. Ideas—how are they tied back to the strategic plan. Have pools for additional money for different areas. Need to have conversations now on spending ideas.</p>		
2. Financial Impact Statements (first Look) (15 minutes)	Presenter: Ms. Roberts	ET Lead: Ms. Roberts
<p>Outcome: understanding of how financial impact is calculated and where programs landed for FY21</p>		

Financial Impact by program. Carmen will add a column with administrative costs. Carmen will have a discussion with Oceane about some of the numbers and come back with best way to look at statements.

3. Dental Clinic Update (5 minutes)	Presenter: Ms. Roberts	ET Lead: Ms. Roberts
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Outcome: awareness of current state of clinic construction

We are close. Architects did a walk-thru for little things. Gary and Ben started moving stuff into offices and storage. Faculty can start unpacking and are moving in next week. Need to figure out some floor issues (air bubbles), possible water trouble. Demolition has started on central core area, hoping to be done in the next few weeks.

4. Fall Welcome for Students (10 minutes)	Presenter: Ms. Bonilla	ET Lead: Ms. Bonilla
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Outcome: Determine date and format for welcome event for students

BBQ will be informal-Sept 17. For faculty, staff, students. General Distributors thinks they can provide the meat again. We need buns, condiments, soda, chips, plates, napkins

Stacy will reach out to Mallory (events committee), Joshua, and Jeni to get supplies and set up.

5. Signing Ceremony (5 minutes)	Presenter: Ms. Lowry	ET Lead: Ms. Lowry
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Outcome: Informational

Tables-2 8ft--one with Northern tablecloth and one with GFC tablecloth.

Lunch TBD--waiting on headcount.

Need to invite a few more people. Will talk to Scott about development.

6. LRBP Presentation to MSU (10 minutes)	Presenter: Dr. Erdmann	ET Lead: Dr. Erdmann
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Outcome: Determine process to complete the request

Working with outside contractor to design a plan to update fire sprinkler systems to get up to code. Funds allocated in 2019 legislative session for deferred maintenance may be available. Carmen will get some clarification on how to access these funds. We are planning for 2 years as next legislature is 2023. LRBP process—needs to be a critical student need or address life safety.

7. Strategic Plan Wrap-Up (20 min)	Presenter: Dr. Erdmann/Ms. Pullum	ET Lead: Dr. Erdmann
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Outcome: Determine next steps

Annual goals on strategic plan. Final wrap-up to get into new strategic plan. Update for all goals and try to move forward.

Update to the community-tie into the wrap-up and the next strategic plan. Go on strategic website.

Something we have to write in the accreditation report for documentation. Mary Kay has a strategic plan report she will send out to ET.

Goals weren't developed with lots of feedback. Strategic plan was extended, setting goals beyond the reach of strategic plan. Operating plan was extended due to change in leadership.

Have to tell the story, not the process. What have you learned from it and what are you going to do in the future?

Moving into a new strategic report. Let's look through CAAAC report to see what we want out of it before sending out.

Monday—next meeting—more forward facing. What do we want to accomplish and what are our goals for the future?

ET—set direction of campus.

8. Year Seven: Evaluation of Institutional Effectiveness NWCCU Accreditation (20 min)	Presenter: Dr. Erdmann/Ms. Pullum	ET Lead: Dr. Erdmann
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Outcome: Review NWCCU Year Seven Process (pp. 33-36 of NWCCU Handbook of Accreditation)

Jeri put together a timeline and will work with others to get some feedback. Transfer and learning assessment have not changed. How are we fulfilling our mission and documenting it? Jeri will need help and memories when decisions were made. We need to do a better job of documenting our decisions. How and when things happened. Voted and approved upon?

Looking at changing up format of ET agenda so in the future it is clear on what was discussed and voted.

Think back so when we are working on drafts, what can we recall collectively. Lots of presentation and data, but no written data on what came from it.

Formally have rationale when a decision is made and published. There is a gap in documenting and how it is done.

9. Committees

***Presenter:** Ms. Pullum*

***ET Lead:** Dr. Erdmann*

Outcome: Informational/feedback

Do we need them all? Can we help guide them? Please provide Dr. Erdmann any info regarding committees.