

Executive Team Meeting Notes
October 14, 2021 | 2:00 pm – 4:00 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	Dr. Eleazar Ortega, Institutional Researcher & Data Analyst
	Ms. Stacy Lowry, Executive Assistant to the CEO/Dean

Guests: Dave Bonilla

Guests			
Time	Topic	Responsible	Outcome
15 min	New technology in G2	Mr. Bonilla	Demonstration of technology
Standing Items			
Time	Topic	Responsible	Outcome
5 min	Policy Review	Ms. Roberts	Update on policy review process
Agenda			
Time	Topic	Responsible	Outcome
2 min	Moving OPI Licensure to Becky Sullivan, TLC	Dr. Frost	Notification
45 min	Executive Committee Annual Goals	Dr. Erdmann	Determine FY 22 ET Goals
10 min	Strategic Plan item "Remove Barriers"	Dr. Erdmann	Review approach for gathering campus input
20 min	Coronavirus Capital Projects Fund	Dr. Erdmann	Determine whether or not to engage in funding process
15 min	MSU Internal Audit Cybercrimes Report	Ms. Roberts	Inform ET about recent Cybercrimes Audit Report and timeline for response from GFC campus
5 min	Request to fill custodial positions	Ms. Roberts	Authorization to refill 2 custodial positions
10 min	Food Pantry Thanksgiving donation	Ms. Bonilla	Review marketing and appropriate distribution
5 min	Committees Chart	Dr. Frost	Find and finalize
10 min	2021 NASPA General Assembly participation by Student Government	Ms. Bonilla	Approve travel to NASPA conference
10 min	ET as a sounding board	Dr. Erdmann	Multiple perspectives and decision making

Notes		
Topic	Discussion	Action
New technology in G2	Dave went over the new technology in G2. There is now a wireless keyboard and mouse, and a speaker in the ceiling. Projector needs to be on in order for speaker to work. Also discussed AirParrot and how it works in G2 with Apple TV.	Dr. Erdmann will ask Mandy to set up faculty trainings for technology in the classrooms.
Policy Review	Mary Kay and Carmen have been reviewing policies.	Executive Team members should get any policies to update to Carmen

		next week in order to get them through by end of calendar year.
Moving OPI Licensure to Becky Sullivan, TLC	Discussed moving OPI Licensure to Becky as part of the onboarding process. Since Teaching and Learning already offer OPI credits, adding OPI Licensure aligns well within their purview. Faculty would get their fingerprinting done at the Sheriff's Office and we would reimburse them.	Approved! Becky will take over OPI Licensure and we will reimburse faculty for getting their fingerprinting done through Sheriff's Office.
Executive Committee Annual Goals	Discussed ET annual goals (campus goals). Working on many goals as part of our strategic plan--academic, facilities, programming, and marketing plan.	No action needed.
Strategic Plan item "Remove Barriers"	Discussed modality and format to use to share feedback on student barriers.	Carmen will create a channel in Teams. Use folders and files to upload information.
Coronavirus Capital Projects Fund	Discussed next steps.	Dr. Erdmann will connect with Janelle Booth, MSU Director of Government Affairs. Stacy will add topic to 11.4.2021 agenda.
MSU Internal Audit Cybercrimes Report	Discussed Cybercrimes Audit done on the 4 campuses. Have a year to come up with a formal plan.	IT is working with other campuses regarding a formal program response and will bring it to ET. Carmen will talk to Cheryl and ask her to send out some cybersecurity tips to campus.
Request to fill custodial positions	Discussed best way to fill current and future custodial needs. Would like to hire a short-term temp to fulfill current needs and post for 2 positions.	Approved to hire a temp while searching for 2 custodial positions.
Food Pantry Thanksgiving donation	Discussed items requested for October and November.	Mary Kay will send out email so campus can sign up to bring items.
Committees Chart	Discussed committee chart and best way to move forward.	ET will review committee information and discuss at future meeting.
2021 National Association of Student Personnel Administrators (NASPA) General Assembly participation by Student Government	Healthy MT Grant will pay for Student Engagement Coordinator and 2 students to go to conference. Discussed if travel is something we should do right now.	There are currently no restrictions on traveling in the U.S. Approved for Student Engagement Coordinator and 2 students to travel. Suggestion to follow up and do a story upon their return.
ET as a sounding board	Discussed bringing questions and concerns received from campus or community to ET. ET as a group will discuss and reach a sound decision after looking at different perspectives. Want to have a common understanding of issue, how we came to the decision, and	No action needed.

	consistent messaging to campus and community.	
New committee member for CPBAC	Mandilynn Lee is interested in joining CPBAC as the Faculty-at-Large member.	Approved. Welcome to CPBAC Mandilynn.