

**Executive Team Meeting Notes**  
**October 21, 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  
 Dr. Leanne Frost, Executive Director of Instruction  
 Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer

Ms. Carmen Roberts, Executive Director of Operations  
 Mr. Scott Thompson, Director of Communications & Marketing  
 Dr. Eleazar Ortega, Institutional Researcher & Data Analyst  
 Ms. Stacy Lowry, Executive Assistant to the CEO/Dean

**Guests:**

Guests			
Time	Topic	Responsible	Outcome
Standing Items			
Time	Topic	Responsible	Outcome
5 min	ET minutes from 10.14.2021	Ms. Lowry	Review and approve minutes
Agenda			
Time	Topic	Responsible	Outcome
20 min	Executive Team Goals FY22	Dr. Erdmann	Review and approve
20 min	GFC-MSU Committee Review	Dr. Erdmann	Process for updating committee information
20 min	Multiple Measures	Dr. Erdmann	Discussion of Multiple Measures at GFC-MSU
5 min	Native American Print-can we put it up	Ms. Bonilla	Decide whether we have a place to hang item (43X29)
5 min	HEERF III funding	Ms. Bonilla	Informational-Fall 1 <sup>st</sup> 8-Week distribution
10 min	Employee Event – Holiday Luncheon	Ms. Bonilla	Decide about holiday lunch in December
10 min	General Studies Faculty Update	Dr. Frost	Inform, plan for AY2021-22
10 min	EMSI	Dr. Ortega	Determine if anyone else should have access
10 min	Enrollment Update	Dr. Ortega	Informational

Notes		
Topic	Discussion	Action
ET minutes from 10.14.2021		Dr. Erdmann will let Mandy know about training. With corrections, Mary Kay makes a motion to approve, Leanne seconds. All are in favor.
Executive Team Goals FY22	Discussed goals.	Leanne makes motion to approve goals as written. Scott seconds. All approve. Stacy will add topic to 11.4.2021 agenda.
GFC-MSU Committee Review	Discussed developing a guide for the committees in order to define what the functions of each committee are.	Executive Team will continue to review committee structure. Leanne will report back to Jana regarding status.

	Goal is to create a transparent structure of governance.	Executive team will create a spreadsheet identifying committees, their type, function, goals, metrics, etc.
Multiple Measures	Placement group working on multiple measures. Goal is to have a revised placement in place before students register for fall.	No action at this time.
Native American Print-can we put it up	Discussed different areas where we can put up the print.	Mary Kay will have Kathy pick a spot.
HEERF III funding	704 students received 998, 000 dollars.	Scott will get information out to show what we spent on students and facilities. Mary Kay will talk to advisors and Leah to try and find students who might be willing to share their story of how the funds helped them.
Employee Event – Holiday Luncheon	Discussed different ideas for a modified holiday luncheon and how we can still sponsor airmen.	Dr. Erdmann will talk to Dr. Wolff regarding airmen.
General Studies Faculty Update	Discussed reallocating a vacated faculty line.	Stacy makes a motion, Mary Kay seconds. All are in favor. Leanne will contact Kerry, Cheryl, and Steve, and start the paperwork.
EMSI	Discussed if anyone else should have access to EMSI. Can have up to 10 people.	Stacy will invite Eleazar to an AALT meeting to demonstrate EMSI.
Enrollment Update	Went over enrollment report—709 FTE at census.	No action at this time.