

Executive Team Meeting Notes
November 15, 2021 | 1:30 pm – 4:00 pm | G10

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 | | | |
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| Time | Topic | Responsible | Outcome |
| Standing Items | | | |
| Time | Topic | Responsible | Outcome |
| 5 min | Policy Review | Ms. Roberts | Update on policy review process |
| 5 min | ET minutes from 11.8.2021 | Ms. Lowry | Review and approve minutes |
| Agenda | | | |
| Time | Topic | Responsible | Outcome |
| 10 min | Connections 101 Revised Plan | Dr. Frost | Approval to move forward with plan |
| 2 min | Articulation Update | Dr. Frost | Inform |
| 5 min | Fill Workforce Development and Industry Specialist position | Ms. Bonilla | Approve (or not) filling of vacancy in LLL |
| 20 min | January Convocation | Dr. Erdmann | Determine date/time |
| 30 min | Program Planning | Dr. Erdmann | Informational |
| 30 min | Strategic Planning | Dr. Erdmann | Determine next steps |
| 10 min | Workforce Education Coalition | Dr. Erdmann | Informational |

| Notes | | |
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| Topic | Discussion | Action |
| Policy Review | Carmen gave us an update on where we are at for reviewing policies. | Keep moving forward with policy reviews to get them through Faculty and Staff Senate. |
| ET minutes from 11.8.2021 | Reviewed minutes. | Leanne makes a motion to approve minutes. Carmen seconds. All in favor—yes. Stacy will post to website and Teams. |
| Connections 101 Revised Plan | Discussed revised framework for Connections 101 Fall 2022. | All in favor—yes. Will go forward with this plan. |
| Articulation Update | Leanne gave us an update on articulations. | Signed Criminal Justice, Psychology, and Business articulations with UP. Conner will reach out to High School Counselors regarding our articulation agreements. |
| Fill Workforce Development and Industry Specialist position | Reviewed and discussed position justification for Lifelong Learning position. | Scott makes a motion to approve search, Leanne seconds. All in favor—yes. |
| January Convocation | Discussed date and time for spring convocation. | Spring kick-off--Friday, January 14, with 8:30 start time. Stacy will send |

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| | | out save the date for 8:00-9:30. Mary Kay will let Student Services know they will open late on this day. |
| Program Planning | Discussed programs and capacities. Reviewed program criteria chart. Discussed what we can do right now- -Cosmetology, Medical Assistant, Vet Tech, Early Childhood Education, Personal Care. | Next steps-Take top picks to Joint Directors and get input before going to CPBAC. Invite Dave and Gary to Joint Directors. |