

Executive Team Meeting Notes
November 29, 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: Mr. Larry Vaccaro

Guests			
Time	Topic	Responsible	Outcome
10 min	Program review Recommendations	Mr. Vaccaro	Informational
Standing Items			
Time	Topic	Responsible	Outcome
5 min	Policy Review	Ms. Roberts	Update on policy review process
5 min	ET minutes from 11.15.2021	Ms. Lowry	Review and approve minutes
Agenda			
Time	Topic	Responsible	Outcome
10 min	Summer Budgets	Dr. Frost	Discussion
20 min	GEER Grant Spending	Dr. Frost	Decision on prioritizing spending
10 min	Room for 7 evaluators, April 20-22	Ms. Lowry	Decide best location
45 min	Strategic Planning Next Steps	Dr. Erdmann	Determine Next Steps
5 min	COVID Review	Ms. Bonilla	Decision regarding masks for Spring semester
5 min	FTC Red Flag process and training	Ms. Roberts	Informational

Notes		
Topic	Discussion	Action
Program Review	Larry went over the findings for the RN, PN, and PTA programs. Recommendation from committee is to continue all programs with sustained performance.	Toni will send letter to Stacy for signature. Dr. Erdmann will send out letters and copy Larry.
Policy Review	No feedback from 2-week policy review on website. Discussed a few Library policies and the campus entertainment policy.	Approved of moving forward with library policies and the campus entertainment policy. Carmen will forward to Faculty and Staff Senates.
ET minutes from 11.15.2021		Approved. Stacy will post to website.
Summer Budgets	Discussed prorating full-time faculty pay based on enrollment during the summer term.	ET decided to stay with verbiage in contract.
GEER Grant Spending	Discussed how to spend GEER money. Give funds to Scott and Shannon for marketing. HEERF funds can be used for equipment.	Scott will work with Shannon to spend money for marketing/advertising.
Room for 7 evaluators, April 20-22	G2 and Heritage Hall have been reserved.	Further discussion is needed. Stacy will reach out to Jeri and/or NWCCU.

Strategic Planning Next Steps	<p>Discussed focus areas and the need to work on the areas of opportunities and excellence.</p> <p>Opportunities—branding, marketing, and alumni relations. Thoughts on expanding enrollment and engaging communities.</p> <p>Excellence—process efficiencies and aligning resources. Learn, assess, and innovate.</p> <p>Discussed having CAAAC do the metrics then departments will come up with goals.</p>	<p>ET members will take this to their respective groups and gather information.</p> <p>Have information to ET by Dec. 13</p> <p>Eleazar will work with Dr. Erdmann on presentation for the spring kick-off.</p>
COVID Review	Discussed face-covering mandate in light of COVID cases declining.	ET decided to lift face-covering mandate. Dr. Erdmann will send out email regarding masks and lifting the mandate. Will review again in the Spring.
FTC Red Flag process and training	Discussed having a process for the Federal Trade Commission's (FTC) Red Flags Rule pertaining to Identity Theft.	None at this time.