

**Executive Team Meeting Notes**  
**December 20, 2021 | 1:30 pm – 5:00 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:**

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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 11.29.2021	Ms. Lowry	Review and approve minutes
Agenda			
Time	Topic	Responsible	Outcome
10 min	Front line person – discussion of need	Ms. Bonilla	Plan for future staffing
5 min	Cell-phone allowance for Rion Sanders	Mr. Thompson	Vote to approve or not
20 min	Spring Building hours	Dr. Frost	Add weekend hours for students if possible
10 min	BOR Policy 901.9 Update <a href="#">Microsoft Word - 901-9 Foundations.docx (mus.edu)</a>	Dr. Erdmann	Informational
15 min	Fall 2021 Second 8-Week Report	Dr. Ortega	Informational
15 min	IAPRC Program Snapshots	Dr. Ortega	Informational
20 min	8-Week Advantage Assessment and Communication Plans – revised	Dr. Ortega	Review and determine next steps
10 min	Business Office Vacancy	Ms. Roberts	Decision on refilling position
45 min	Institutional-level Strategic Plan Goals – Opportunities & Excellence	Dr. Erdmann	Develop Goals
15 min	Spring Kick-off Agenda-- <b>TABLED</b>	Dr. Erdmann	Draft Agenda
60 min	Committee Organization-- <b>TABLED</b>	Dr. Frost	Review definitions, draft organization chart

Notes		
Topic	Discussion	Action
Policy Review	No updates.	None at this time.
ET minutes from 11.29.2021		Carmen makes motion, Scott seconds. All in favor-yes!
Front line person – discussion of need and Business Office Vacancy	Vacancy coming up in Business Office. Discussion on using this line for admin support for Admin Suites and front desk phone back-up.	Dr. Erdmann asks Executive Team to write up tasks and hours needed for this position before we make decision. Who will be the

		supervisor? Salary? Documents will be reviewed at next ET meeting.
Cell-phone allowance for Rion Sanders		Mary Kay makes motion, Stacy seconds. All in favor-yes!
Spring Building hours	Discussed having access for students to study over the weekend. Staff shortage has been an issue with keeping building open on weekends.	Leanne will talk to Mandy for staffing ideas for Sunday afternoon hours and will report back.
BOR Policy 901.9 Update <a href="#">Microsoft Word - 901-9 Foundations.docx (mus.edu)</a>	BOR is updating policy regarding foundations. Verbiage change and additions. Foundations will provide CEO with updates on a quarterly basis. Funds will be raised with priorities of each campus.	Dr. Erdmann will follow up with MSUAF regarding fund statements and will send Carmen a snippet of what they look like.
Fall 2021 Second 8-Week Report	Discussed second 8-week applications and how many of those enrolled in courses. Reviewed what enrollment looks like with a second 8-week block enrollment period.	None at this time.
IAPRC Program Snapshots	Discussed data definitions for the purpose of reviewing snapshots.	None at this time.
8-Week Advantage Assessment and Communication Plans – revised	Reviewed and discussed revised version of the assessment. Discussed sharing campus-wide at the convocation.	Dr. Erdmann will introduce topic at convocation. Eleazar will put it into a quick presentation and will have some data to put on website.
Institutional-level Strategic Plan Goals – Opportunities & Excellence	Discussed Strategic Plan Goals-Opportunities and Excellence. Reviewed feedback from campus and came up with verbiage for these focus areas.	None at this time.