

Executive Team Meeting Notes
December 27, 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			
Time	Topic	Responsible	Outcome

Standing Items			
Time	Topic	Responsible	Outcome
5 min	Policy Review	Ms. Roberts	Update on policy review process
15 min	Front line person discussion	All	Discuss responsibilities and need
5 min	ET minutes from 12.20.2021	Ms. Lowry	Review and approve minutes

Agenda			
Time	Topic	Responsible	Outcome
15 min	Alcohol Use on Campus Procedure	Ms. Roberts	Decision on how we manage alcohol for campus events
15 min	Spring Kick-off Agenda	Dr. Erdmann	Draft Agenda
60 min	Committee Organization	Dr. Frost	Review definitions, draft organization chart
10 min	High School Cyber Academy	Dr. Frost	Informational
10 min	COVID plan for Spring 2022	Dr. Frost	Decision
5 min	Board of Regents meeting	Dr. Erdmann	Determine who is attending

Notes		
Topic	Discussion	Action
Policy Review	Carmen has not received any new updates.	Dr. Erdmann will meet with Tammie regarding Lifelong Learning policies. Stacy will follow up with Mandy regarding library policies.
Front line person discussion	Discussed hiring front person in Admin Suites.	None at this time. Waiting until we have strategic plan in place to make sure we align our resources. Stacy will set up ET meeting for the week of the 17 th and we will revisit.
ET minutes from 12.20.2021		Eleazar makes motion to approve, Scott seconds.
Alcohol Use on Campus Procedure	Discussed procedure	None at this time.
Spring Kick-off Agenda	Discussed agenda for convocation.	Rion will take pictures of new hires. Directors will send introductory info of new hires and send to Mary Kay.

Committee Organization	Reviewed committee structure. Discussed governance of different groups and reporting order.	Continue reviewing committee structure and report back with suggestions. Will be a standing item at ET meetings for now.
High School Cyber Academy	Discussed Cyber Academy that has been set up in High Schools. Will be implemented in Fall 2022.	None at this time.
COVID plan for Spring 2022	Revert back to what we did in August 2021—collect seating charts from faculty. No face covering requirement.	Post healthy practices info on website. Add healthy practices in newsletter. Ask faculty to still do seating charts for contact tracing purposes.
Board of Regents meeting	January 6 th BOR meeting will be held virtually.	None at this time.