

Executive Team Meeting Notes
August 13, 2021 | 9:00 am -11:30 am | 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:

Ms. Jeri Pullum

Guests			
Time	Topic	Responsible	Outcome
15 minutes	Survey for assessment needs workshop by NWCCU	Ms. Pullum	How should we respond to the survey questions?
Standing Items			
Time	Topic	Responsible	Outcome
5 min	Dental Clinic Ribbon Cutting - update	Ms. Lowry	Informative
15 min	Social Media Approval Process	Mr. Thompson	Helpful guidelines?
5 min	BBQ - update	Ms. Lowry	Informative/Discussion

Agenda			
Time	Topic	Responsible	Outcome
5 minutes	Re-hiring approval for General Studies administrative associate	Dr. Frost	Vote for approval
10 minutes	Financial Impact Statement	Ms. Roberts	Decision on whether to include operations/overhead in calculations
15 minutes	Vaccine Incentives	Ms. Bonilla	Determine incentives using suggested framework.
10 minutes	Drop for non-pay	Ms. Bonilla	Discussion
20 minutes	Enrollment Barriers and completion/retention numbers	Ms. Bonilla	Determine barriers and possible solutions
10 minutes	Enrollment Update –Section/Course closures	Dr. Frost	Informative
20 minutes	Program snapshot	Dr. Erdmann	Discussion
10 minutes	Special Rehearsal for the Holiday Season Kick-Off Concert	Dr. Erdmann	Determine to approve or not approve special rehearsal
20 minutes	Fine-tuning the Organizational Chart	Dr. Erdmann	Feedback and discussion

Notes		
Topic	Discussion	Action
Survey for assessment needs workshop by NWCCU	ET reviewed survey with Jeri. We decided to attach institution name and were able to answer some questions as a team.	Jeri will reach out to Leanne and Mandy to discuss the questions regarding learning outcomes.
COVID	Discussed how other campuses are handling COVID response. Different city county health departments	We will contact trace if someone tells us they have COVID. Campus plan-Leanne will add addendum

	<p>differ in how they handle contact tracing.</p> <p>Faculty can request their students to wear a mask—can't require.</p> <p>Get vaccinated and stay home when you are sick. We can only require a mask if CCHD guidelines.</p> <p>Survey – most students felt campuses were doing what they could. How we set the example is important.</p>	<p>about the high transition area.</p> <p>Make sure messaging is the same across campus to entire campus.</p> <p>Scott will get messaging out and work with Wayne to get forms out on website. Division Admins need to collect seating charts again.</p>
Social Media Approval Process	<p>Discussed Facebook procedure. Any removal of comments needs to go through Scott. Minimum of 2 current full-time employees should have access to social media channels.</p>	<p>Scott will take the MUS and UM guidelines and put together something for us. Will run it by Cheryl for privacy purposes. Will also run it by legal to make sure we are operating within the guidelines.</p> <p>Scott will send it to program directors and faculty once we have it finalized so they are aware of the policy/guidelines.</p>
BBQ - update	<p>Discussed what we can do during COVID times. Set stuff out for everyone to say welcome back, but not gather around. Pre-packaged food.</p>	<p>Mary Kay will talk to Joshua about putting together a scavenger hunt or something else to welcome everyone back.</p>
Dental Clinic Ribbon Cutting - update	<p>Discussed options since we will not have food. Swag in little baggies. Cookies in shape of tooth in bag.</p>	<p>Denise will cancel food.</p> <p>Carmen will talk to Steve about getting wrapped bottles with our logo. Stacy will call to get a bid on cookies.</p>
Re-hiring approval for General Studies administrative associate	<p>Discussed hire approval for General Studies.</p>	<p>Permission to hire--Approved.</p>
Financial Impact Statement	<p>Discussion on overhead and if it should be included in operation costs? Statements are shared with division heads from Carmen, then added to CPBAC. Program snapshot is a whole picture. Discussed having different categories to see how the programs fall in the financial aspect.</p>	<p>Yes, include overhead in financial impact statement.</p> <p>Carmen will get Eleazar information she needs.</p>
Vaccine Incentives	<p>Discussed vaccine incentives—HERRF money for financial incentives--within reason.</p>	<p>Mary Kay will talk to Josh about having gas cards on Opening Day.</p>
Drop for non-pay	<p>Discussed why we drop students for no-pay.</p>	<p>Mary Kay and team will look at processes and discuss doing something different, so we are not dropping students when we need FTE.</p>

<p>Enrollment Barriers and completion/retention numbers</p>	<p>Discussed student barriers and ways to remove or modify them to make a smoother experience for students looking to enter college. Also discussed what open enrollment means to us.</p>	<p>Look at the orientation videos and how they fall in the registration process.</p> <p>Conversation will go to Joint Directors for ideas.</p> <p>Think about ways to improve this process.</p>
<p>Enrollment Update –Section/Course closures</p>	<p>Discussed fall enrollment numbers. Students seem to prefer online courses, so we have added some other online classes. Students are still confused about Hyflex.</p>	<p>Use consistent messaging regarding Hyflex.</p>
<p>Special Rehearsal for the Holiday Season Kick-Off Concert</p>	<p>Discussed internal campus events— need a 2-week notice so details can be worked out. Any outside events held on campus need to pay for security. We do have a policy in place for external events. Gary will be able to program doors with a new system being installed.</p>	<p>Dr. Erdmann will clarify building hours when she speaks to the faculty on Tuesday.</p>
<p>Program snapshot</p>	<p>Discussed Industrial Tech program options in order to hopefully increase enrollment. Discussed the possibility of a stackable credential. Is there an option to work with Paris and GFH?</p>	<p>Ask Eleazar to look at industrial maintenance jobs in the area. If Brad is willing-can we bypass cc Mandy will work with Karry to develop courses. Explore dual enrollment opportunities. Dr. Erdmann and Dr. Frost will go forward. Put together guidelines and benchmarks. Joel will chat with Mandy about working with Karry. Leanne will chat with Dena and Brad</p>