

**Executive Team Meeting Notes**  
**September 13, 2021 | 2:00 pm – 3:30 pm | 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	Ms. Carmen Roberts, Executive Director of Operations
Dr. Leanne Frost, Executive Director of Instruction	Mr. Scott Thompson, Director of Communications & Marketing
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer	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
15 min	Filling Denise’s position and Marketing position	Mr. Thompson	Review and discuss job descriptions
Agenda			
Time	Topic	Responsible	Outcome
10 min	Proposal to update policy 704.1, remove policies 403.41, 403.42, 403.43, 601.2, 603.2, 702.1, 703.1	Ms. Roberts	ET approval to move to Faculty and Staff Senates for review
10 min	Weekly Enrollment Reports and Distribution	Ms. Roberts	Better understanding of who gets reports and why
5 min	Business and Addictions Counseling Updates	Dr. Frost	Informational
10 min	Feedback on Program Planning Flowchart from Joint Directors	Dr. Frost	Decision to alter flowchart
20 min	Ribbon Cutting Dental Clinic	Dr. Erdmann	Update and final details
Notes			
Topic	Discussion	Action	
Filling Admin Suite position and Marketing position	Discussed these two positions and if they need to be approved through CPBAC or just informational. When someone leaves we reevaluate what the institution needs so informational is appropriate.	Let campus know we reevaluate positions and realign our resources. Stacy will put together search team for Admin position. Scott will put together search team for Social Media position. Update—we are holding off on admin position—will revisit Jan. 2022	
Proposal to update policy 704.1, remove policies 403.41, 403.42, 403.43, 601.2, 603.2, 702.1, 703.1	Discussion regarding communication. Email is college’s official means of sending communication to students. Other electronic communications may be used, but the official	Carmen will take these to Faculty Senate and Staff Senate. Team is okay with Carmen moving forward with these.	

	communication policy is email. Update Electronic communication device policy to make current with our practices.	
Weekly Enrollment Reports and Distribution	Discussion on what people need to do when they receive these reports and why certain people get this and some don't. Want division directors and program chairs to know enrollment status to have discussions and help with recruitment. Think of it as a helpful resource. Scott suggests to send it to everyone.	Eleazar will send to Distribution everyone instead. She will also send out a background message with each first-year report to let everyone know why she is sending it and what to look at. Carmen and Mary Kay will make sure Eleazar and Leanne have access to send to Distribution everyone.
Business and Addictions Counseling Updates	Next step—Psychology department is working on curriculum to present to Curriculum Committee on October 6. Needs to go to Provost Mokwa by October 16 <sup>th</sup> . On track to have both approved Dec 22.	Addictions Counseling will be presented to BOR this week. On the Oct. 27 CAO call, Business will be presented. Due to Provost Mokwa November 16.
Feedback on Program Planning Flowchart from Joint Directors	Discussed feedback received on flowchart--lots of questions regarding where these program ideas came from.	No action needed.
Organizational Chart	ET reviewed chart.	Move Becky to second page. Talk to staff and let them know of possible changes, but need approval. Change those on ET to have Executive Director in their title.
Ribbon Cutting Dental Clinic	Discussed where we are at with the ceremony planning. Masks will be available for those helping that day.	Arne is going to put together microphone and speaker. Scott is going to look at having before pictures displayed. Have blinds up to old clinic so people can see what we had.