

Executive Team Meeting Notes
September 27, 2021 | 9:00 am – 12:00 pm | Teams

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
20 min	CAAAC Strategic Plan 2016-2022 Final Report	Dr. Ortega	Discussion of next steps
10 min	Approve ET minutes from previous meeting	Ms. Lowry	Review and approve minutes before posting to web
Agenda			
Time	Topic	Responsible	Outcome
5 min	Fiscal Impact Statements	Ms. Roberts	Address any last questions before information is presented to campus
10 min	Substance Abuse & Addictions counseling lab	Dr. Frost	Identify a space for the lab—R279?
10 min	Campus Community Activities	Dr. Frost	Discussion and tentative plan
10 min	Committee structures	Dr. Frost	Provide finalized info to Faculty Senate
10 min	Enrollment Update	Dr. Ortega	Informational
5 min	OCHE Project-American College Health Association (ACHA) Student Health Survey	Dr. Ortega	Informational
15 min	IAPRC	Dr. Ortega	Discussion

Policy Review	Academic misconduct and grievance policy revisions have been approved by Faculty Senate.	Policies will go to Staff Senate in Oct.
CAAAC Strategic Plan 2016-2022 Final Report	ET discussed the Strategic Plan's final report and some questions that arose from Faculty Senate. Decided on changing Recommendation to Next Steps and suggestions to actions. Went over report and recommended some word changes as well as providing data and/or examples for clarification purposes.	Eleazar will take questions and discussion to CAAAC. CAAAC will submit report. End of year-for a timeline.

Approve ET minutes from previous meeting	Correction needs to be made to the Dental Clinic Vaccination requirement. Should specify high-risk patients.	Motion to approve-Mary Kay makes a motion with correction. Carmen seconds. All in favor-yes. Will put a reminder in campus newsletter once a semester about minutes being posted on the web.
Fiscal Impact Statements	Reviewed report.	Report will be distributed to CPBAC at Oct. 1 meeting with programmatic and gen ed snap shots.
Substance Abuse & Addictions counseling lab	Table this topic until more information is received. A space may not be needed.	No action needed.
Campus Community Activities	ET discussed fun things to do around campus. Soup tour? Donation jars for United Way during soup tour. Thanksgiving donations—sides for a turkey dinner for students. Optional Secret Santa. Music in Heritage Hall?	Find people to be on Events Committee. Stacy will put announcement in newsletter. Mary Kay and Stacy will think of Soup Tour ideas.
Committee structures	Discussed with CAAAC strategic plan.	No action needed.
Enrollment Update	Reviewed enrollment report from OCHE. Starting to see concurrent enrollment numbers, but not all concurrent students have been enrolled yet. Discussed opportunities to have more Trades programs.	Eleazar will bring presentation to Joint Directors. Mary Kay, Leanne, Eleazar will report back from Joint Directors. Eleazar will find out details of incoming class.
OCHE Project-American College Health Association (ACHA) Student Health Survey	Discussed survey--sampled 400 enrolled students-75 responses. OCHE wants to look at some aspect of survey as a system. Looking at what responses indicated mental health concerns across system.	Let Eleazar know if you think it would be helpful to get some information as a system. Review pages regarding demographics, food security, mental health, loneliness level, suicide, etc.
IAPRC	Discussed questions from the IAPRC. ET member should attend the program review for Nursing since Russ will be attending as the Nursing Program Director. Should we continue to include the financial impact info?	Dr. Erdmann will attend nursing program review with Russ. Eleazar will have Toni send the invite. IAPRC will include a snapshot for moratorium, but exclude from total score and rankings. ET is comfortable with leaving the Financial Impact per FTE 5% to include administrative costs in the calculation. Will look at again next year.