

Executive Team Meeting Notes
September 3, 2021 | 1:30 pm -4:00 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:

Guests			
Time	Topic	Responsible	Outcome
Standing Items			
Time	Topic	Responsible	Outcome
30 min	Perceived Student Barriers	Dr. Erdmann	Determine approach
10 min	Organization Chart Update and re-hiring approval for HR Generalist	Dr. Erdmann/Ms. Bonilla	Approval and determine revision date

Agenda			
Time	Topic	Responsible	Outcome
5 min	Add Dr. Erdmann as an authorized signer to Stockman Bank account	Ms. Roberts	Approve Dr. Erdmann as a signer
5 min	Administrative Program Review	Ms. Roberts	Appoint new member to program review committee
15 min	Policy Review Framework	Ms. Roberts	Get feedback on draft procedure for campus wide policy update
20 min	Space Management Discussion	Ms. Roberts	Brainstorm ideas for best usage of newly vacated dental clinic/lab space
15 min	Request to Plan CAS Office Support and Request to Plan AAS Office Management and Supervision	Dr. Frost	Approval to move forward to MSU/OCHE/BOR
5 min	Bridges Zebrafish class on campus October 21-24, includes Saturday & Sunday	Dr. Frost	Informational
10 min	Mayoral and City Commission forum on campus 200-300 people. Sept 28 630-8	Ms. Roberts	Discussion on allowing forum to be held on campus

Notes		
Topic	Discussion	Action
Perceived Student Barriers	Discussed how to collect types of student barriers from across campus.	ET members will speak to their prospective groups. Ask groups to send student barrier feedback to the ET member. ET members will bring feedback to ET meeting Oct. 28.

Organization Chart Update and re-hiring approval for HR Generalist	Discussed best way to revise org chart. Discussed Human Resources steering professional development but working with Mandy in creating a more formalized process.	Mary Kay will send out HR job description. Mary Kay and Dr. Erdmann will check on a couple of titles. Need to add Alumni to Scott's title Move forward with HR Generalist position and get it posted.
Add Dr. Erdmann as an authorized signer to Stockman Bank account	Discussed the authorization of Dr. Erdmann being a signer on this account. We would like to add Dr. Erdmann, the new CEO/Dean effective July 1, 2021.	Took a vote --all approve of removing Susan Wolff and adding Dr. Erdmann. Signers will go to Stockman Bank to add Stephanie Erdmann and remove Susan Wolff.
Administrative Program Review	Discussed APR falling under Eleazar's purview. Becky has expressed interest in joining this committee.	All in favor of Becky on APR— unanimous yes.
Policy Review Framework	Discussed the policy update process. Policies are ranked and assigned. Policies will be a standing item on Faculty Senate and Staff Senate.	Start with the policies ranked #1. At the beginning of the month, put policy updates on landing page for campus to review. Policy Review is a new standing agenda item for ET.
Space Management Discussion	Discussed what we can do with the old clinic space. Need to think of what we would really like to see; what would be most beneficial. Need student input before making any big decisions. Programming plan may be beneficial to this discussion.	Will continue with this discussion.
Request to Plan CAS Office Support and Request to Plan AAS Office Management and Supervision	Discussed business programs we are putting through and how they can articulate to 4-year colleges. Kerry has talked to her advisory board and is working with Shane at the Chamber to get a letter of support.	Leanne will send out business curriculum to ET.
Bridges Zebrafish class on campus October 21-24, includes Saturday & Sunday	Discussed having students on campus over the weekend with a closed campus.	Brenda will reserve a room. Can be 9-4 and she will have to let students in.
Mayoral and City Commission forum on campus 200-300 people. Sept 28 630-8	Discussed having the forum on campus. We would like to have these groups on campus; however, they have to pay for 2 security guards. With business as usual, we can't ask them to limit attendance.	Carmen will call Shane and let him know she will get back with him next week with an answer