

Executive Team Meeting Notes
September 8, 2021 | 10:00 am -noon | 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:

Guests			
Time	Topic	Responsible	Outcome
Standing Items			
Time	Topic	Responsible	Outcome
5 min	Policy Review	Ms. Roberts	Update on policy review process
Agenda			
Time	Topic	Responsible	Outcome
10 min	Development Board Agenda Feedback	Dr. Erdmann	Finalize Agenda
10 min	Program Intake Follow-up	Dr. Erdmann	Share comments from AALT
10 min	Fall enrollment from OCHE	Dr. Ortega	Informational
10 min	Student Government request for Fall Fest	Ms. Bonilla	Approve/Reject Student Government request for food at Fall Fest
15 min	COVID Institutional funds	Ms. Roberts	Gather ideas on ways to spend remaining COVID relief funds
20 min	eLearning Rebranding	Ms. Roberts	Start the conversation about potentially dismantling/rebranding eLearning department
Notes			
Topic	Discussion	Action	
Filling Executive Assistant of Communications, Marketing, and Development position	Discussed having a content creator in terms of marketing and communication with a high level of social media knowledge. Also discussed filling EA position, but make it different. Feel like it is important to have someone at the front desk.	In interim, Carmen will do CPBAC minutes. Leanne and Mary Kay will do Joint Director minutes. Agreed we should hire the marketing person. Scott and Mary Kay will work on creating a job description. Agreed to rehire for Executive Assistant position, but in a different capacity. Mary Kay, Eleazar, and Carmen will work on a job description.	
Policy Review	Discussed the upcoming policy review project. Not all policies will need to go for Senate review, but will need to go to campus for review.	Be mindful of Faculty and Staff Senate agendas.	

	Need to review 7-8 policies a month during the AY to meet timeline.	
Development Board Agenda Feedback	Discussed Development Board meeting agenda. Good idea to provide introductions with Dr. Erdmann giving a bio. Discuss how development fits in with BOR, MUS, MSU?	Once we have all the bios from the board members, we will upload to website. Dr. Erdmann will meet with Sue before the meeting to discuss expectations. Reach out to Foundation to inquire about the endowments. Carmen will look at the MOU we have with the foundation to see what they agreed to do. Scott or Denise will take photos of Development Board.
Program Intake Follow-up	Discussed program intakes and ideas on how to fill programs. Discussed where program applications should be housed on the website-catalog page or posted on the web so they are easier to find? Think about getting intakes done once applications are due so conversations on next steps can happen.	Invite Dena to an AALT meeting to discuss program intakes. Meetings are happening with Cybersecurity to review CTS application and curriculum for all programs. Put program capacity on the program applications.
Fall enrollment from OCHE	Discussed where enrollment numbers are at. We should be able to see how much enrollment numbers increase due to concurrent dual enrollment students by the end of Sept. Will be able to filter by student type and can also see other MT campuses. Transfer students are higher than last couple of years. Might be really close to Fall 2020. About 30% of our enrollment is from dual enrollment.	Eleazar will provide another update next ET meeting.
Student Government request for Fall Fest	Discussed if Student Government can use \$1000 the last week of Sept. to provide boxed sandwiches. Platters of food items, soda, water, chips.	ET approves the request for the Fall Fest.
COVID Institutional funds	Discussed options to spend COVID funds. Looking at some technology options as this is a good opportunity to	If you have ideas on how we can spend some funds, send Carmen an email.

	enhance campus instruction and learning.	Follow up with your colleagues about some needs/requests they may have.
eLearning Rebranding	Think of ways to make it work better for institution. Do we need eLearning or is TAC and Teaching and Learning good? Discussed online course fee. Can we remove? This is a bigger discussion-need more info-can we do it and how do we go about it?	Carmen will keep us updated as she continues her talks with OCHE about online learning fees.