

Executive Team Meeting Notes
May 9, 2022 | 1:30 pm – 4:00 pm | G10

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
5 min	ET minutes from 5.2.2022	Ms. Lowry	Review and approve minutes

Agenda			
Time	Topic	Responsible	Outcome
10 min	Organizational Chart	Dr. Erdmann	Approve moving forward with approval process
20 min	Success Snapshot	Mr. Thompson	Discuss ways to get these into the hands of the public
30 min	Lean Trainings	Dr. Frost/Dr. Erdmann/ Mr. Thompson	Approve, determine dates, and identify sample problems
15 min	Employee Engagement Reboot	Dr. Frost	Plan for fall
30 min	StAR-Final draft of metrics	Dr. Ortega	Review and revise

Notes		
Topic	Discussion	Action
Policy Review	Nothing to report.	None at this time.
ET minutes from 5.2.2022	Ms. Roberts makes motion to approve. Mr. Thompson seconds. All are in favor.	Ms. Lowry will post to the website.
Organizational Chart	Discussed new organizational chart and the changes recently made. All are in approval of moving forward.	Dr. Erdmann will send to President Cruzado for review/approval/feedback.
Success Snapshot	Discussed success snapshot and ways of getting it out into the community. Discussed future timelines and ideas for information and layout.	Mr. Thompson asks anyone going somewhere to take a stack of snapshots with them. He will get some to GFPS.

Lean Trainings	Discussed possible dates for Six Sigma Training. Identified 9 possible dates that could work in order to reach all faculty and staff by end of 2022. Also identified sample problems that could be used during training -- classroom technology, WebEx, disruptive person, data request, room changes, vehicle/room reservations, maintenance requests.	Dr. Erdmann will send suggested dates to Marty and Kelly so we can start scheduling. Will also send them sample problems for feedback.
Employee Engagement Reboot	Discussed rebooting employee engagement to celebrate campus employees. Ideas—have an event calendar and sign-up sheet, use calendar invitations to invite campus to events. Discussed having all staff meetings to help with communication.	Table for next ET meeting.
StAR-Final draft of metrics	Reviewed and edited final draft. Dr. Frost makes motion to accept the Strategic Plan Metrics as presented. Mr. Thompson seconds. All are in favor. Thank you, Dr. Ortega, for your hard work on this and getting us to the finish line!	Executive Team will map out the next steps.