

**Executive Team Meeting Notes**  
**January 11, 2022 | 2:00 pm – 4:00 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  
 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:** Jeri Pullum

Guests			
Time	Topic	Responsible	Outcome
15 min	Review Accreditation Standards 1.d.1-1.d.4	Ms. Pullum	Review report sections

Standing Items			
Time	Topic	Responsible	Outcome
5 min	Policy Review	Ms. Roberts	Update on policy review process
5 min	ET minutes from 1.3.2022	Ms. Lowry	Review and approve minutes
45 min	Committee Structure	All	Continue work on chart

Agenda			
Time	Topic	Responsible	Outcome
15 min	American Indian Scholarship Proposal	Dr. Frost	Approval
5 min	Move payroll costs to CUF	Ms. Roberts	Determine need to move staff member from designated to CUF
10 min	Small Balance Finance Hold	Ms. Roberts	Determine if we want to add a new type of finance hold
15 min	Convocation and COVID	All	With COVID situation, do we need to adjust convocation?
5 min	Partnership with UP for student health services	Ms. Roberts	Determine if we want to engage in conversation with UP & Alluvion for student health services
5 min	Fill 2 positions--Admissions Evaluator & Admissions Rep	Ms. Bonilla	Approve filling of vacancies in Student Central

Notes		
Topic	Discussion	Action
Policy review	Discussed status of policy review.	Carmen will send Human Resource policies to Faculty Senate in 2 weeks. Dena has some academic policies to review and put through. Leanne has the cadaver policy to review. Please send policies to Carmen once reviewed, preferably by Tuesday, Jan 18.
ET minutes from 1.3.2022	Reviewed minutes.	Leanne makes motion to approve. Mary Kay seconds. All are in favor.
American Indian Scholarship Proposal	Discussed proposal for the American Indian Scholars program. Where would the funding for program come	Leanne will continue to do research on program and find out the state criteria. ET would like to see

	from? We would need to make an institutional commitment or reach out to the community. Could be a recruiting tool; also helpful for retention and engagement.	outcomes and purposed benefits of the program.
Move payroll costs to CUF	The payroll costs are in reference to administrative staff in Lifelong Learning.	Request to reassign staff pay to CUF for fiscal year 2022. Mary Kay makes motion to approve. Stacy seconds. All are in favor. Dr. Erdmann, Tammie, Carmen, and Dr. Frost will meet to discuss this topic further.
Small Balance Finance Hold	Discussed allowing students to register for classes with a balance of \$375 or less. Students would still not be able to get official transcripts or graduate with a balance. Discussed having a Fresh Start Endowment specifically to help pay balances.	Request to set a threshold amount of \$375. Carmen makes motion. Leanne seconds. All are in favor.
Convocation and COVID	Discussed the increase of cases in GFPS district and the county. Have presenters in B101 for the WebEx instead of Heritage. Virtual and face-to-face option will be available.	Stacy will cancel Heritage Hall setup and reserve B101 instead. Stacy will call Sam's and reduce fruit tray and breakfast tray to one. Update—Stacy will cancel food and beverages. Stacy will let Steve know we know longer need the coffee urns. Stacy will send a WebEx option to everyone. Leanne will send an email to faculty that we are not requiring face coverings at this time. Situation will continue to be monitored and CDC guidelines will be followed.
Partnership with UP for student health services	Discussed conversation with UP to partner with them regarding student health services. We could possibly house a counselor on our campus, but don't have the space to do much more. There are concerns that our students wouldn't go to UP for these services.	Carmen will reach out to UP and let them know we don't have the funds for this right now, but would like to find out more information.
Fill 2 positions--Admissions Evaluator & Admissions Rep	Discussed the need for these 2 positions. Student Services need these positions in order to fulfill the job duties in Admissions. Filling these positions will also help focus on enrollment.	Stacy makes motion to approve the hiring of these positions. Scott seconds. All are in favor.
Review Accreditation Standards 1.D.1-1.D.4	Discussed 1.D.1-1.D.4 and some additional information that should be added to the report. Suggestion made to write to the rubric.	Would like to see more call out boxes in report--Jeri will reach out to Shannon, Dena, Karry, and Joel for information regarding Industrial Technician Program. Jeri will ask

		<p>Leanne for Cybersecurity information. Leanne will work with Tammie and write up a section on the Career and College Readiness Center for Recruitment section. Add information regarding marketing plan and process. Add additional information to orientation—tech essentials, tutors in classrooms, ASC, and onboarding.</p> <p>Include feedback from surveys and examples from Trades area.</p> <p>Eleazar will send Jeri her presentations on 8-week Advantage. Jeri will move the Internal Academic Program Review information closer to the top of report.</p> <p>Stacy will send Jeri presentations on previous convocations.</p> <p>Jeri will talk to Joshua about LGBTQ population. Jeri would like to have all the info by Friday if possible.</p>
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