

Executive Team Meeting Notes
January 24, 2022 | 1:30 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:

Guests			
Time	Topic	Responsible	Outcome
5 min	NASPA Culture of Respect	Mr. Archey	Informational
Standing Items			
Time	Topic	Responsible	Outcome
5 min	Policy Review	Ms. Roberts	Update on policy review process
5 min	ET minutes from 1.19.2022	Ms. Lowry	Review and approve minutes
45 min	Committee Structure	All	Continue work on chart
Agenda			
Time	Topic	Responsible	Outcome
15 min	LMS Implementation Team	Dr. Frost	Decide who the team members will be.

Notes		
Topic	Discussion	Action
NASPA Culture of Respect- Tabled		Will discuss at a future ET meeting.
Policy Review	No updates.	None at this time.
ET minutes from 1.19.2022		Dr. Frost makes motion to approve the minutes as written. Dr. Ortega seconds. All are in favor.
Committee Structure	<p>Reviewed committee structure Ms. Wright built. Discussed placing eLearning into the standing committee category as it fits into that definition.</p> <p>Thinking of a new name for employee appreciation.</p> <p>Discussed functional areas as a regular meeting of department personnel to carry out day to day college business and implement action plans for strategic plan and meet goals.</p> <p>Discussed Executive Council committee and modified charge and</p>	<p>Dr. Erdmann will ask Ms. Wright to change the 'D' in D.R.E.A.M from determine to driven in the committee structure document.</p> <p>Ms. Bonilla will reach out to other organizations for suggestions on other names for employee appreciation.</p> <p>ET members will review and discuss committees and their charge and redefine as needed. Will then work with respective committees and discuss any changes.</p>

	responsibilities to more accurately define what ET does. This will be effective August 2022.	
LMS Implementation Team	Discussed who will join Ms. Wright on the implementation team. Recommended Dena, Becky, Wayne, Dave, Leanne, Joshua, and eLearning faculty members. Jana can join if she would like as Faculty Senate Chair. Dr. Frost will be academic liaison.	Dr. Frost will send names of our LMS implementation team to Joe Thiel.