

Executive Team Meeting Notes
January 3, 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: Mandy Wright, Jeri Pullum

Guests			
Time	Topic	Responsible	Outcome
20 min	Draft accreditation standards 1.C.5-1.C.8	Ms. Wright/Ms. Pullum	Review/revise report sections

Standing Items			
Time	Topic	Responsible	Outcome
5 min	Policy Review	Ms. Roberts	Update on policy review process
5 min	ET minutes from 12.27.2021	Ms. Lowry	Review and approve minutes
45 min	Committee Structure	All	Continue work on chart

Agenda			
Time	Topic	Responsible	Outcome
15 min	Graduation discussion Sat. May 7 <ul style="list-style-type: none"> • Diploma location • Reception • Speaker ideas • Alumni • Verify time • Pictures/#/Snap filters 	Ms. Bonilla	Decisions regarding graduation ceremony
5 min	Land acknowledgement approval	Ms. Bonilla	Official ET approval of the land acknowledgement statement
30 min	2016-2022 Final Strategic Plan Document	Dr. Ortega	Review draft and approve, or make edits

Notes		
Topic	Discussion	Action
Draft accreditation standards 1.C.5-1.C.8	Discussed Student Learning Outcome Assessment process.	Jerri and Mandy will work to add links, samples, and documentation to the report.
Policy Review	Discussed copyrighted material, faculty overload, travel, vehicle use, and mileage rates policies.	No concerns--Carmen will move forward with policy changes.
ET minutes from 12.27.2021		Stacy will make changes to <i>Covid plan for Spring 2022</i> and <i>Alcohol Use on Campus</i> . With changes, Carmen approves. Mary Kay seconds.
Committee Structure	Discussed committee structure and definitions.	Continue working on committee structure.

<p>Graduation discussion Sat. May 7</p> <ul style="list-style-type: none"> • Diploma location • Reception • Speaker ideas • Alumni • Verify time • Pictures/#/Snap filters 	<p>Discussed graduation details. Reception—depends on state of Covid. Speaker ideas—Discussed a graduate of GFC and who is now a success. Alumni- have someone speak about the importance of Alumni. Ceremony will start at 2:00 p.m.</p>	<p>Mary Kay will follow up with Josh regarding speaker suggestions. Scott will speak about Alumni. Will have a table with alumni cards for graduates to fill out. Rion and Scott will be ready to take pictures.</p>
<p>Land acknowledgement approval</p>	<p>Read land acknowledgement.</p>	<p>Leanne makes motion to approve. Carmen seconds.</p>
<p>2016-2022 Final Strategic Plan Document</p>	<p>Discussed document.</p>	<p>ET members will review by Tuesday, so Eleazar can have it ready by end of day Wednesday for CPBAC on Friday. Eleazar will add description to background information instead of footnotes. Have final document to approve for strategic plan at Feb. CPBAC</p>