

**Executive Team Meeting Notes**  
**February 28, 2022 | 1:30 pm – 4:00 pm | 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	Ms. Carmen Roberts, Executive Director of Operations
Dr. Leanne Frost, Executive Director of Instruction	Mr. Scott Thompson, Director of Communications & Marketing
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer	Dr. Eleazar Ortega, Institutional Researcher & Data Analyst
	Ms. Stacy Lowry, Executive Assistant to the CEO/Dean

**Guests:**

Standing Items			
Time	Topic	Responsible	Outcome
5 min	Policy Review	Ms. Roberts	Update on policy review process
5 min	ET minutes from 2.14.2022	Ms. Lowry	Review and approve minutes

Agenda			
Time	Topic	Responsible	Outcome
10 min	Professional Development Funding	Dr. Frost	Decision on where to place in budget
30 min	Statewide Scan	Dr. Erdmann	Discussion and scope of participation. Identify areas a scan can address.
60 min	New Teams at GFC (DREAM, Emp Appreciation, Perkins, & SEM)	Dr. Erdmann	Determine Purpose, Team Participants & Chair
20 min	Lumina Million Dollar Marketing Grant <a href="https://www.luminafoundation.org/challenge/">https://www.luminafoundation.org/challenge/</a>	Dr. Erdmann	Discussion - application input and direction
15 min	Spring Census Enrollment	Dr. Ortega	Informational

Notes		
Topic	Discussion	Action
Policy Review	All of tier 1 policies except one Lifelong Learning policy are done. We can move forward to the tier 2 policies.	Ms. Bonilla will make a minor change to policy 303.1 to clarify the counseling on campus and will also remove the phone number on policy 303.1. Ms. Roberts will fix the minor typo in policy 403.1-- the "for" in the last paragraph-should be an "or".
ET minutes from 2.14.2022	Dr. Frost makes motion to approve. Ms. Roberts seconds. All are in favor.	Ms. Lowry will post notes on website.
Professional Development Funding	Discussed where to pull professional development from as budgets are being created. Decided professional development will have its own line to make for easier tracking. Funds will be requested via form	Ms. Bonilla will reach out to Ms. Mandy Wright and Ms. Anna Ehnes about putting together a process for professional development. Dr. Frost will send Ms. Bonilla the form we have used in the past.

	and split between divisions. Health Science programs will keep funds in their budget for accreditation purposes.	
Statewide Scan	GFCMSU is participating in statewide scan. Dr. Erdmann signed letter of support.	None at this time.
New Teams at GFC (DREAM, Emp Appreciation, Perkins, & SEM)	Discussed the purpose and team for the DREAM and Perkins committee.	Add to next agenda for further discussion.
Lumina Million Dollar Marketing Grant <a href="https://www.luminafoundation.org/challenge/">https://www.luminafoundation.org/challenge/</a>	Discussed application for grant.	Team will work on getting data to Mr. Thompson.
Spring Census Enrollment	Went over enrollment report with spring census data. Viewed matriculated and non-matriculated data. Also viewed enrollment numbers as they pertain to Block B.	Dr. Ortega will send a link to ET for the enrollment data.