

Executive Team Meeting Notes
March 21, 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: Ms. Tammie Hickey

Guests			
Time	Topic	Responsible	Outcome
20 min	New Name for Lifelong Learning	Ms. Hickey	Approving a new name

Standing Items			
Time	Topic	Responsible	Outcome
5 min	Policy Review	Ms. Roberts	Update on policy review process
5 min	ET minutes from 3.7.2022	Ms. Lowry	Review and approve minutes

Agenda			
Time	Topic	Responsible	Outcome
5 min	Candidate Forums on Campus	Ms. Roberts	Decision on holding candidate forums on campus
45 min	Perkins Grant	Dr. Frost	Discussion and decision about which proposals to move forward
15 min	Adjunct compensation	Dr Frost	Approval of wage increase
15 min	Strategic Plan Draft and enrollment metrics	Dr. Ortega	Determine whether to edit the pillar statements
20 min	StAR Committee Overview Form	Dr. Ortega	Review

Notes		
Topic	Discussion	Action
New Name for Lifelong Learning	Discussed changing the name of Lifelong Learning to Training Institute Mission-Workforce and Community Education. Discussed cost and BOR policy on changing name to institute.	Mr. Thompson will help Ms. Hickey match font in logo. Dr. Erdmann will email OCHE to determine if name change needs BOR approval. Ms. Bonilla will also do some research. Will vote on it once we know if we can move forward.
Policy Review	Discussed text policy and procedure. Want to use EAB Navigate respectively without mass texting students constantly.	Ms. Roberts will add policy to Faculty Senate for first read.

ET minutes from 3.7.2022	Ms. Roberts makes motion to approve, seconded by Dr. Frost--all are in favor.	Ms. Lowry will post to website.
Candidate Forums on Campus	Discussed having candidate forums on campus. Need to have security and a staff member (probably IT) to do it. B101 is the preferred location.	Agreed to allow candidate forums on campus.
Perkins Grant	Discussed current Perkins proposals and what we can do with rest of funds. Discussed ZSpace training and how we can use it to support A&P faculty and students.	Shannon and Jess will look at expanding WOW.
Adjunct compensation	Discussed raising adjunct compensation. Ms. Bonilla makes motion to approve. Mr. Thompson seconds--all are in favor.	Approved pay increase to \$750/credit. Dr. Frost will send a letter to adjuncts.
Strategic Plan Draft and enrollment metrics	Discussed where to add enrollment metrics in the 3 pillars.	Dr. Ortega made revisions to strategic plan.
StAR Committee Overview Form	Discussed StAR committee--minutes, responsibilities, and members. Discussed membership position rotation.	Dr. Ortega will revise faculty member.