

Executive Team Meeting Agenda
March 7, 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:

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Time	Topic	Responsible	Outcome
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Standing Items

Time	Topic	Responsible	Outcome
5 min	Policy Review	Ms. Roberts	Update on policy review process
60 min	New Teams at GFC (DREAM, Emp Appreciation, Perkins, & SEM)	Dr. Erdmann	Determine Purpose, Team Participants & Chair
5 min	ET minutes from 2.28.2022	Ms. Lowry	Review and approve minutes

Agenda

Time	Topic	Responsible	Outcome
10 min	Internal Academic Program Review Committee Updates	Dr. Ortega	Discussion
5 min	Institutional Reports Table of Contents	Dr. Ortega	Informational
30 min	Committee Structure Refining	Dr. Erdmann	CPBAC to College Council
20 min	Enterprise Risk Management summary document review	Ms. Roberts	Approve summary document for submission to OCHE
5 min	Safety Committee Information sheet	Ms. Roberts	Approve Safety Committee's info sheet
5 min	Refilling Custodian Position	Ms. Roberts	Approve rehiring for vacant position facilities
15 min	FYE Update	Dr. Frost	Discussion

Notes

Topic	Discussion	Action
Policy Review	With the new software (Navigate), the Executive Team discussed having a new texting policy in place. Also discussed the social media policy. Social Media policy should state any posts on a GFC page needs to run through the marketing department. The social media procedure is separate from the policy.	None at this time.

New Teams at GFC (DREAM, Emp Appreciation, Perkins, & SEM)	Discussed how to proceed with the new teams.	Dr. Frost would like to make some edits to DREAM. Ms. Bonilla will work on Emp Appreciation. Ms. Bonilla and Dr. Erdmann will work on SEM Perkins is posted in Teams--the Executive Team will review.
ET minutes from 2.28.2022	Ms. Roberts makes motion to approve. Dr. Frost seconds. All are in favor.	Ms. Lowry will post ET minutes from 2.28.2022 to the website.
Internal Academic Program Review Committee Updates	Discussed concerns from IAPR regarding new committee structure. Committee wants to see collaboration from committee chairs.	None at this time.
Institutional Reports Table of Contents	Dr. Ortega discussed the new table of contents she added to Tableau.	None at this time.
Committee Structure Refining	Discussed who should be members of CPBAC, which will become Executive Council come July 1. Also discussed new policies and policy changes be brought to Executive Council for discussion.	Draft is moving forward.
Enterprise Risk Management summary document review	Discussed ERM summary. Made some changes	Ms. Roberts will update and send back out to Executive Team for review.
Safety Committee Information sheet	Discussed the information sheet. Ms. Bonilla made motion to approve. Dr. Frost seconds. All are in favor with a correction made to the member list.	Ms. Roberts will make minor correction-adding the science department to the member list.
Refilling Custodian Position	Discussed refilling a vacant custodian position.	Approved to move forward with posting position.
FYE Update	Dr. Frost gave an update on students completing Alcohol Edu as it has become a barrier to registering for courses. Discussed options on how to improve this process. Discussed the new COLS 100-Effective Academic Practices	Mr. Archey will check to see if we can leave Alcohol Edu open indefinitely. Dr. Frost and Ms. Bonilla will research process improvement. They will also take the idea of process improvement to Joint Directors for feedback. Ms. Wright will work with IT on aligning tech essentials.