

Executive Team Meeting Notes
April 25, 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
 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: Mr. Dave Bonilla

Guests			
Time	Topic	Responsible	Outcome
20 min	Administrative Program Recommendations	Mr. Bonilla	Informational
Standing Items			
Time	Topic	Responsible	Outcome
5 min	Policy Review	Ms. Bonilla	Update on policy review process
5 min	ET minutes from 4.11.2022	Ms. Lowry	Review and approve minutes
Agenda			
Time	Topic	Responsible	Outcome
15 min	CPI Professional Development Idea	Dr. Erdmann	Discussion and next steps
15 min	Reporting and Grants Coordinator Position	Dr. Erdmann	Discussion and next steps
30 min	Strategic Plan Update	Dr. Ortega/Dr. Erdmann	Discussion and next steps
10 min	Committee Restructure Update	Dr. Erdmann	Discussion of progress to date
45 min	Accreditation Visit	All	Discussion
10 min	Work Study Pay	Dr. Erdmann	Approve increasing work study pay to \$15/hour

Notes		
Topic	Discussion	Action
Administrative Program Recommendations	Mr. Bonilla presented the recommendations/summary from Administrative Program Review. Discussed Administrative Program Review and purpose of it.	ET accepts the report, but with the recommendation for APR to take the year off to put processes in place. Change verbiage of report to summary instead of recommendations. APR will tie purpose into strategic plan as it plans for the future. APR will have new process in place by January. ET will discuss in Spring and process will be implemented July 1.
Policy Review	Discussed policies that went through review process. Dr.	Ms. Roberts will post policies on website.

	Frost makes motion to approve as presented. Mr. Thompson seconds. All are in favor.	
ET minutes from 4.11.2022	Will approve 4.11.2022 minutes at a later date.	None at this time.
CPI Professional Development Idea	Six Sigma-Continuous Process Improvement trainer. Discussed having a CPI certified trainer train GFC employees.	Dr. Erdmann will invite others to the first initial planning meeting.
Reporting and Grants Coordinator Position	Dr. Erdmann and Dr. Ortega presented the reports and grants coordinator position for ET to review. Dr. Frost made motion Ms. Bonilla seconds. All are in favor.	Ms. Bonilla will send updated version to Dr. Erdmann and Dr. Ortega. Will move forward with job posting.
Strategic Plan Update	Reviewed and revised strategic plan.	Dr. Ortega will bring plan back to ET once she receives survey responses from faculty and CPBAC. She will also send ET the link for the survey.
Committee Restructure Update	No new updates.	None at this time.
Accreditation Visit	Plan is to move forward. Items asked to be addressed by evaluators are being addressed in the new strategic plan.	Dr. Erdmann will speak to CPBAC about accreditation. Ms. Roberts will send out an invite to campus encouraging people to come to CPBAC.
Work Study Pay	If increased to \$15 –would cost about \$12,000/year. Ms. Bonilla makes motion to approve. Dr. Frost seconds. All are in favor.	Ms. Bonilla will start the process of increasing work study pay.