

Executive Team Meeting Notes
April 4, 2022 | 1:30 pm – 2:45 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:

Guests			
Time	Topic	Responsible	Outcome

Standing Items			
Time	Topic	Responsible	Outcome
5 min	Policy Review	Ms. Roberts	Update on policy review process
5 min	ET minutes from 3.21.2022	Ms. Lowry	Review and approve minutes
5 min	New Name for Lifelong Learning	All	Approve or not approve name change

Agenda			
Time	Topic	Responsible	Outcome
15 min	Second 8-Week Report	Dr. Ortega	Informational
60 min	Strategic Plan	Dr. Erdmann	Discuss/update

Notes		
Topic	Discussion	Action
Policy Review	No updates.	None at this time.
ET minutes	Mr. Thompson makes motion to approve. Ms. Roberts seconds. All are in favor.	Ms. Lowry will post 3.21.2022 minutes to website.
New Name for Lifelong Learning	Table for now--waiting on information from OCHE.	None at this time.
Second 8-Week Report	Discussed second 8-week report. Reviewed applicant type, headcount, and FTE at Census date. Discussed sharing data with departments in order to brainstorm retention.	Executive Team will think of ways to use this data--how and when we use it and with which groups.
Strategic Plan	Reviewed draft of StAR strategic plan. Discussed college effectiveness and metrics needed to become more effective and efficient as a college.	ET will continue discussing Strategic Planning and StAR will continue addressing metrics. Dr. Ortega will take draft of metrics to Faculty Senate on April 22 to receive feedback.