

Executive Team Meeting Minutes
May 16, 2022

Topic	Discussion	Action
Perkins Budget	J. Pullum shared proposed budget	Motion to Approve 1 st – L. Frost 2 nd – MK Bonilla Approved for submission to OCHE.
Policy Update	No updates	N/A
5.9.2022 Minutes	Review	1 st – C. Roberts 2 nd – E. Ortega Abstention – MK Bonilla
Employee Engagement Reboot	<p>Discussed how to approach membership on the Employee Recognition team.</p> <ul style="list-style-type: none"> • L. Frost requested an annual schedule to be developed. • S. Lowry is putting together a list of events coordinated through the office of the Dean. • Lack of events coordinating is taxing other individuals on campus without capacity for additional responsibilities. 	MK Bonilla will continue the discussion once the Committee Overview document is developed.
Strategic Plan & Metrics	<p>Final draft was sent to the team by E. Ortega last week. Discussed how to develop process for departmental goal setting and operational plans. S. Erdmann and E. Ortega shared process/progress made thus far.</p> <ul style="list-style-type: none"> • It was suggested that IE meet with departments to share process • E. Ortega reviewed Watermark planning software. • E. Ortega planning to review SPOL and Weave. 	<p>E. Ortega will post document on the planning website.</p> <p>E. Ortega is setting up a demonstration/webinar with Watermark.</p>
Possible Administrative Support Changes	With a change in personnel, L. Frost suggested reviewing and discussing duties and responsibilities. She shared several options.	L. Frost will follow-up in a few weeks.
Summer Staffing Plan	Executive Team Meeting schedule change discussion. Talked about flexible schedule options.	S. Lowry to set ET meetings to either Tuesday or Thursday afternoons from 2:00-4:00.

Dental Hygiene Program Director Contract	Request to move from 11-month contract to a 12-month contract.	Approved. MK Bonilla will follow-up.
MUS Dev Ed Survey	Request to provide information to OCHE regarding developmental education.	L. Frost will complete and send to OCHE.
BOR Agenda	S. Thompson, C. Roberts, S. Erdmann are attending. S. Thompson may also go.	N/A
Student Persistence Reports	E. Ortega has developed new reports on persistence, retention, and graduation. The reports are located in Tableau under Explore to Tableau Table of Contents under Courses, Grades categories. One report used to be a Retention Report, now called Student Persistence Report. Persistence is now defined as cohort by the year and includes filters to disaggregate data.	Informational
First Generation College Students Data	First-generation College student data is now filterable in Tableau if they completed FAFSA and responded to parental education status.	Informational
IR Data and Survey Request Forms Trainings	From the GFC website, go to Faculty & Staff link, to Forms, under Institutional Research. Choose link for Information Request Form or Institutional Survey Request Form.	Informational
FY22 ET Goals-Survey	At the beginning of the year, the Executive Team set two goals. E. Ortega shared survey and asked for feedback.	E. Ortega will make suggested changes and distribute campus-wide.
Committee Update	Committee Overview documents are located in Executive Team Teams site.	Informational
Organization Chart Approval Process	S. Erdmann shared proposed, revised organizational chart and the plan for approval.	Informational