

**Executive Team Meeting Notes**  
**May 2, 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:**

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 4.11.2022	Ms. Lowry	Review and approve minutes
5 min	ET minutes from 4.25.2022	Ms. Lowry	Review and approve minutes

Agenda			
Time	Topic	Responsible	Outcome
20 min	Enterprise Risk Management OCHE grant	Ms. Roberts	Availability of OCHE funds for risk management projects
20 min	Quotly Discussion	Ms. Roberts	Decide whether to join Quotly
10 min	Administrative Program Review committee overview form	Dr. Ortega	Informational
45 min	Review of Peer-Evaluation Report	Dr. Erdmann	Identify incorrect information

Notes		
Topic	Discussion	Action
Policy Review	Discussed timeline of policy review. Move into reviewing priority two policies.	Ms. Roberts asks everyone to review their policies over the summer.
ET minutes from 4.11.2022	Ms. Bonilla approves and Ms. Roberts seconds. All are in favor.	Ms. Lowry will post minutes on website.
ET minutes from 4.25.2022	Ms. Bonilla approves and Ms. Roberts seconds. All are in favor.	Ms. Lowry will post minutes on website.
Enterprise Risk Management OCHE grant	Discussed OCHE grant and where we could invest the funding. Idea-do a survey to see where campus morale is at.	Ms. Roberts and Ms. Bonilla will investigate campus morale survey options for a funding submission option.
Quotly Discussion	Discussed advantages and disadvantages of Quotly.	None at this time.
Administrative Program Review committee overview form	Dr. Ortega shared the APR (new name—Administrative Unit	Dr. Ortega will revise and share with AUR committee.

	Review- AUR) committee form. ET made suggestions as to what they want to see out of this committee.	
Review of Peer-Evaluation Report	Discussed and reviewed the Peer-Evaluation Report. Discussed thoughts and ideas for next accreditation visit. How are we planning? Documenting? Suggestion--develop a timeline and tie actions into the strategic plan.	Ms. Pullum will share our response/revisions with NWCCU.