



Executive Committee Meeting Agenda

Date: Friday March 7, 2025

Time: 2:00 – 3:30pm

Location: SLO Campus Room 2758

Welcome & Purpose of Meeting

- Brief introduction and objectives for discussion

Shannon's Departure

- Messaging for external communications
- Key stakeholders to notify

Temporary Structure of the Foundation Office

- Roles and responsibilities during the transition
- Support for staff and operations

Hiring a Temporary Assistant

- Identifying immediate needs and responsibilities
- Hiring process and timeline

Process for Hiring a New Executive Director

- Recruitment timeline and strategy
- Key qualifications and expectations
- Search committee formation

Next Steps & Action Items

- Assign any follow-up needed