

Executive Council Meeting Agenda

August 6, 2026 | 2:00 pm – 3:30 pm | 1408

Purpose Statement: Executive Council 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. Leanne Frost, CEO/Dean
 Ms. Quincie Jones, Executive Director of Career and Technical Education
 Mr. Philip Carr, Executive Director of Technology and Operations
 Dr. Eleazar Ortega, Director, Institutional Research and Effectiveness

Ms. Carmen Roberts, Executive Director of Finance & Administration
 Mr. Troy Stoddard, Executive Director of Student Services
 Mr. Scott Thompson, Executive Director of Community Relations
 Ms. Kristi Voboril, Senior Executive Assistant
 Dr. Elfriede Neber, Interim Executive Director of Instruction

Agenda

Time	Topic	Responsible	Outcome
5 min	EC minutes from 6.25.26  Executive Council Minutes 6.25.26.docx	Dr. Frost	Review and approve
5 min	Call for Additional Agenda Items	Dr. Frost	
15 min	Convocation	Dr. Frost	Discussion
10 min	College Council Planning  Unit and Committee Goal Sch	Dr. Frost	Discussion
10 min	Futures at Work grant	Dr. Frost	Review and approve
10 min	Request to Plan approvals	Dr. Frost	Review and approve
10 min	Policies:	Ms. Roberts	Review and approve
5 min	Org Chart update	Ms. Roberts	Review and approve
10 min	Supporting Charitable Requests	Dr. Frost	Discussion
5 min	NWCCU updates	Dr. Ortega	Informational
10 min	Update on events and alumni relations	Mr. Thompson	Update
10 min	Grants processes	Dr. Ortega	Discussion
5 min	Executive Council Meeting Schedule	Dr. Frost	Discussion
5 min	Review shared agreement	Everyone	Discussion

Topic	Discussion	Action
Approval of EC minutes	Minutes were approved as written. Posted minutes can be found here	1 st Mr. Thompson 2 nd Mr. Stoddard Approved
Call for Additional Agenda Items	Requests to Plan – Dr. Leanne Frost	
Convocation	Dr. Frost led the discussion on organizing the upcoming convocation and College Council meetings, coordinating with participants to finalize the agenda, and speaker assignments.	

	Executive Council also approved only holding one convocation in August each school year.	
College Council Planning	Dr. Frost and Ms. Voboril discussed the edits made to the Unit and Committee report backs and cancelled the August College Council since Convocation is happening in August as well.	
Futures at Work Grant	Dr. Frost presented the Futures at Word Grant and asked Executive Council for approval to proceed with applying.	Approved
Request to Plan approvals	Dr. Frost asked Executive Council for approval to submit Request to Plans to OCHE for Hospitality Studies and Paralegal Studies.	Approved
Policies:	Ms. Roberts reviewed the following policies: 106.1 Delegation of Authority 402.45 Consulting Activities 407.9 Nepotism 902.1 Student Borrowers Policy	Approved to go to College Council: 402.45 Consulting Activities 902.1 Student Borrowers Policy To be reviewed next meeting: 407.9 Nepotism 106.1 Delegation of Authority
Org Chart update	Ms. Roberts reviewed the updated org chart; she asked that Executive Council review the document before it is presented at Fall Convocation	
Supporting Charitable Requests	Dr. Frost led a discussion about establishing criteria for supporting charitable requests. A small work group will form to recreate and document a process.	Ms. Voboril will schedule the meeting for the work group.
NWCCU updates	Dr. Ortega shared the final Northwest Commission on Colleges and Universities 2027 standards and informed the council that NWCCU has shifted to an 8-year cycle. She also announced the college received the NWCCU report from the spring that detailed the commission will be looking at progress in their Year 7 visit	
Update on events and alumni relations	Mr. Thompson updated Executive Council on the work Mr. McAlpine has been doing in his role as alumni relations coordinator. He has created an interactive map for alumni to mark where they are now at to showcase how far our River Otters roamed, and he will be working with Ginny Pierce and Rion Sanders to then create social posts highlighting some of those alums. He also has been going around town and asking businesses to display decals in their windows signifying support of higher education and getting those businesses to offer student discounts at their businesses.	
Grants processes	Dr. Ortega reviewed the draft process and would	

	like Executive Council members to review the document and provide feedback.	
Executive Council Meeting Schedule	Dr. Frost asked for feedback on the current time and days of Executive Council.	Meetings will continue to be on the 2 nd and 4 th Thursday of the month from 3-5, to be changed as needed.
Review shared agreement	Executive Council members reviewed the shared agreement	

In the Executive Council meetings, I will:

Be real.
 Be supportive.
 Be open-minded.
 Be mindful.
 Be curious, not judgmental.
 Speak when it is my turn.
 Use the parking lot.
 Laugh with, not at, someone.
 Use the pause button when necessary.
 Immediately address a situation and not let my thoughts or feelings fester.
 Work out any problems with the individual involved.
 Support my committee members.