**Executive Council Meeting Agenda**

**April 10, 2025** **| 3:00 pm – 4:30 pm |G2**

***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:**

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| Dr. Stephanie Erdmann, CEO/Dean | Ms. Carmen Roberts, Executive Director of Operations |
| Dr. Leanne Frost, Executive Director of Instruction and Student Success | Mr. Troy Stoddard, Executive Director of Student Services |
| Ms. Quincie Jones, Executive Director of Career and Technical Education | Mr. Scott Thompson, Executive Director of Community Relations |
| Dr. Eleazar Ortega, Director, Institutional Research and Effectiveness | Ms. Kristi Voboril, Senior Executive Assistant |
| Guest(s):  |  |

**Agenda**

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| **Time** | **Topic** | **Responsible** | **Outcome** |
| 5 min | EC minutes from 3.27.25 | Dr. Erdmann  | Review and approve |
| 5 min | Call for Additional Agenda Items | Dr. Erdmann |  |
| 10 min | Policies: | Ms. Roberts | Review and approve |
| 10 min | College Council Planning  | Dr. Erdmann | Discussion |
| 10 min | Summer Schedule Brainstorm | Dr. Erdmann | Discussion |
| 20 min | Feeback from Staff Senate Meeting | Ms. Roberts | Informational |
| 5 min | Position Refill Request, Nursing Director | Ms. Roberts | Approval |
| 5 min | 25-26 building calendar | Ms. Roberts | Review and Approve |
| 10 min | Remote Work Discussion | Dr. Erdmann | Discussion |
| 10 min | Mid-Cycle Site Review Debrief | Dr. Ortega | Informational |
| 5 min | Funding Allocation Matrix | Dr. Ortega | Informational |

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| **Topic**   | **Discussion**   | **Action**   |
| Approval of EC minutes   | Minutes were approved as written.  Posted minutes can be found here   | 1st Dr. Frost2nd Dr. OrtegaApproved |
| Call for Additional Agenda Items | Dr. Erdmann called for agenda items, including a refill position request and the next calendar year's building schedule |  |
| Policies: | No policies |  |
| College Council Planning  | Executive Council reviewed the May College Council agenda and made revisions as necessary. |  |
| Feeback from Staff Senate Meeting | Ms. Roberts provided a summary of the feedback from Staff Senate, that included:* Workshops
* Replace treadmill in exercise room
* Event burnout
* Summer schedule and flexibility with hours.

A lengthy discussion about flexible hours took place, and how best to keep the campus operational during the summer and allowing for flexible, alternative schedules.  | Ms. Roberts will review the current remote work form and see if it can be adjusted to fit the needs of alternative summer hours. |
| Position Refill Request, Nursing Director | Dr. Erdmann requested to refill Nursing Director position | Approved |
| 25-26 building calendar | Ms. Roberts asked Executive Council to review the 25/26 building calendar and approve |  |
| Remote Work Discussion | Dr. Erdmann requested that as we work through position descriptions to think about what jobs can be remote work, on site, or hybrid. This will aid in the posting of jobs and when reviewing remote work requests in the future. |  |
| Summer Schedule Brainstorm | Dr. Erdmann asked if Executive Council could put their summer plans on to the EC calendar on Teams and to communicate leaving early so we can ensure we have coverage. |  |
| Mid-Cycle Site Review Debrief | Dr. Ortega shared the mid-cycle peer evaluation report and discussed the need to respond to any errors of fact by the 18th. |  |
| Funding Allocation Matrix | Following up on a topic discussed in the Executive Council meeting with the peer evaluators last week, Dr. Ortega shared a reminder about the budget allocation matrix which is a rubric that can be used when evaluating position requests. The matrix includes several criteria, including alignment with strategic priorities. |  |
| Substance Abuse and Addictions Counseling Event | Dr. Frost invited the team to support the Substance Abuse and Addictions Counseling student event funded by faculty innovation funds. |  |
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