**Executive Council Meeting Agenda**

**February 13, 2025** **| 3:00 pm – 4:00 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 1.9.25 | Dr. Erdmann  | Review and approve |
| 5 min | Call for Additional Agenda Items | Dr. Erdmann |  |
| 10 min | Policies:201.1 Copyrighted Materials310.1 High School Dual Enrollment311.1 Academic Forgiveness/Fresh Start405.5 Processing Thread Reports | Ms. Roberts | Review and approve |
| 10 min | College Council Planning  | Dr. Erdmann | Discussion |
| 20 min | Executive Council progress update in Weave | Dr. Erdmann/Dr. Ortega | Update |
| 5 min | Position renewal x2 | Dr. Erdmann | Approval |
| 15 min | New Position Description Template | Ms. Roberts | Review and approve new position description templates |
| 5 min | Administrative Unit Review update | Dr. Ortega | Informational |
| 10 min | Mid Cycle Report final draft | Dr. Ortega | Approval |
| 5 min | Modality Definitions | Dr. Frost | Approval |
| 5 min | Eliminating Overdue Library Fines | Dr. Frost | Informational |
| 10 min | Position Refill Request – Accessibility & Academic Success | Dr. Frost | Approval |
| 5 min | A&P Support Person Perkins Request | Dr. Frost | Approval |

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| **Topic**   | **Discussion**   | **Action**   |
| Approval of EC minutes   | Minutes were approved as written.  Posted minutes can be found here   | 1st Mr. Stoddard2nd Dr. FrostApproved |
| Call for Additional Agenda Items | Dr. Erdmann gave a quick update on the following items:OCHE, Deputy Commissioner Position – Offer was extended, but declinedPresident Cruzado replacement– 11 semifinalists that will be interviewedHouse bill 121 passed and campus will have to comply | Next week: Responses to new Exec Orders |
| Policies: | Dr. Erdmann reviewed the following policies:201.1 Copyrighted Materials310.1 High School Dual Enrollment311.1 Academic Forgiveness/Fresh Start405.5 Processing Thread Reports | 1st Dr. Frost2nd Mr. ThompsonApproved as written |
| College Council Planning  | Executive Council reviewed the March College Council agenda and adjusted as necessary. |  |
| Executive Council progress update in Weave | Dr. Ortega updated Executive Councils goals in Weave and reviewed the data | Ms. Roberts will be asked to summarize each process into a document |
| Position renewal x2 | Dr. Erdmann requested the following positions be refilled:Vet Tech Program DirectorSurge Tech Faculty | 1st Dr. Frost2nd Mr. Stoddard |
| New Position Description Template | Tabled until next meeting |  |
| Administrative Unit Review update | Dr. Ortega updated Executive Council on what units will be reviewed by the Administrative Unit Review Committee this year, they are as follows:Financial aidRecruitment & EnrollmentRegistrar’s OfficeStudent SuccessTeaching & Learning Center |  |
| Mid Cycle Report final draft | Dr. Ortega asked Executive Council to read the Mid Cycle Report and make final comments by February 18. |  |
| Modality Definitions | Dr. Frost reviewed the new verbiage for modality definitions. Dr. Neber will present at Curriculum Council on 2/21, and Dr. Frost will present at College Council on 3/7. |  |
| Eliminating Overdue Library Fines | Dr. Frost asked Executive Council if our Librarian, Ms. Maczko, can eliminate the fee for overdue items. The library will continue to charge for lost or stolen items. |  |
| Position Refill Request – Accessibility & Academic Success | Dr. Frost requested the following position be refilled:Accessibility & Academic Success Director | Approved after discussion with Ms. Roberts about position title |
| A&P Support Person Perkins Request | Dr. Frost requested the following position through Perkins be refunded:A&P Support Person Perkins | Approved for 2026 Perkins submission |