**Executive Council Meeting Agenda**

**November 14, 2024** **| 1:30 pm – 3:00 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 10.24.24 | Dr. Erdmann | Review and approve |
| 5 min | Call for Additional Agenda Items | Dr. Erdmann |  |
| 10 min | Policies:  201.1 Copyrighted Material  308.2 Tuition & Fee Payments  402.4 Conflict of Interest  501.2 Fiscal Misconduct  312.1 Employee Recruiter  Final Approval:  902.4 Faculty & Staff Borrowers  902.5 Community Patrons | Ms. Roberts | Review and approve |
| 10 min | College Council Planning | Dr. Erdmann | Discussion |
| 10 min | 2025-26 NWCCU Mission Fulfillment & Sustainability (MFS) Fellowship | Dr. Erdmann | Discussion |
| 10 min | Student Fee Changes | Ms. Roberts | finalize submission to MSU for all fee changes |
| 20 min | New Position Requests | Ms. Roberts | review & rank all new position request submissions |
| 5 min | Continuation of positions | Ms. Jones | Approval |
| 10 min | Academic Calendar changes | Mr. Stoddard | Approval |
| 5 min | Gainful Employment | Mr. Stoddard | Informational |
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| **Topic** | **Discussion** | **Action** |
| Approval of EC minutes | Minutes were approved as written.  Posted minutes can be found here | 1st Ms. Roberts  2nd Mr. Thompson  Abstain – Mr. Stoddard, Ms. Jones  Approved |
| Call for Additional Agenda Items | No items to add |  |
| Policies: | Executive Council reviewed the following policies:  201.1 Copyrighted Material  308.2 Tuition & Fee Payments  402.4 Conflict of Interest  501.2 Fiscal Misconduct  312.1 Employee Recruiter  Final Approval:  902.4 Faculty & Staff Borrowers  902.5 Community Patrons | Approved to move to December College Council:  308.2 Tuition & Fee Payments  402.4 Conflict of Interest  501.2 Fiscal Misconduct  312.1 Employee Recruiter  Policies final approval:  902.4 Faculty & Staff Borrowers  902.5 Community Patrons |
| College Council Planning | Executive Council reviewed the December College Council and made revisions as needed. |  |
| 2025-26 NWCCU Mission Fulfillment & Sustainability (MFS) Fellowship | Dr. Erdmann brought the 2025-26 NWCCU Mission Fulfillment & Sustainability Fellowship to Executive Council to review and decide if we wanted to send anyone from our campus. | Executive Council has decided to hold off on making this decision. |
| Student Fee Changes | Ms. Roberts discussed the following student fee changes:  Removals:   * The CompTIA exams will still be available for any student who wishes to take them.  We have over $20,000 in this fund balance so we’ll use up these fees. * The CPI access fee for PT isn’t really a removal, we’re just shifting the expense to the program fee (and spreading it out over multiple semesters) * Respiratory Therapy is removing their program fee and replacing with a couple of course specific fees * The rest are just cleanup or are for courses/programs we no longer offer   Reduction:   * PT Scorebuilders: unfortunately, this isn’t a reduction in cost for the student, but the testing company is difficult to work with for an institution to pay the testing fee, so the students will have to pay the testing company directly rather than it come out of this fee.  We’re reducing the fee for the amount of the test.   Increases:   * The big increase in network and technology will get us closer to revenue neutral from the change from online course fees to a mandatory fee. There is a chance that OCHE won’t approve this much of an increase, but we’re hoping that since it’s the only change in mandatory fees we are requesting that they will approve it. * Welding is asking for an across the board 3% increase in each year of the biennium to help keep pace with consumable costs. * The rest are mostly pass through fees and the increase is tied to an increase from the testing/membership organization.   New Fees:   * 3 fees for vet tech: program fee (charged each semester after acceptance into the program), licensure exam fee, and a course fee tied to a course students take before they are admitted into the program. * 2 new RT fees: Both cover the cost of a software program that help students build their skills and get ready for their licensure exam * 1 new HIT fee for a micro-credential exam fee. | Approved to go to MSU for approval |
| New Position Requests | Ms. Roberts distributed position requests and asked member of Executive Council to review and rank positions to discuss at a later meeting. |  |
| Continuation of positions | Ms. Jones discussed continuing the following grant funded positions:  CDL Instructor position  CTE Career Coach position  Welding Shop Coordinator | CDL Instructor position  1st Ms. Roberts  2nd Dr. Frost  Approved  Grants funds will continue for CTE Career Coach and Welding Shop Coordinator. |
| Academic Calendar changes | Mr. Stoddard reviewed the Spring 2025 and 2025/26 Academic Calendar. Changes made will help alleviate stress for faculty and student services. | 1st Ms. Roberts  2nd Dr. Frost  Approved |
| Gainful Employment | Mr. Stoddard discussed submitting revisions to the Gainful Employment and the repercussions that may occur. |  |