**Executive Council Meeting Agenda**

**January 9, 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 12.12.24 | Dr. Erdmann  | Review and approve |
| 5 min | Call for Additional Agenda Items | Dr. Erdmann |  |
| 10 min | Policies:Final Approval:308.2 Tuition & Fees Payment & Refunds312.1 Employer Recruiter402.4 Conflict of Interest501.2 Fiscal MisconductFirst Look:Smudging | Ms. Roberts | Review and approve |
| 10 min | College Council Planning  | Dr. Erdmann | Discussion |
| 5 min | Program Reviews 2024 | Dr. Erdmann | Informational |
| 5 min | Professional Organizations | Dr. Erdmann | Review list for accuracy and determine location |
| 10 min | Modalities Definitions update | Dr. Frost | Informational |
| 5 min | Sunday Executive On Call Schedule |  |  |
| 5 min | Executive Session | Ms. Roberts | Discussion |
| 5 min | Computer Faculty position | Ms. Jones | Discussion |
| 5 min | Committee naming | Ms. Jones | Discussion |
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| **Topic**   | **Discussion**   | **Action**   |
| Approval of EC minutes   | Minutes were approved as written.  Posted minutes can be found here   | 1st Ms. Roberts2nd Dr. FrostApproved |
| Call for Additional Agenda Items | No additional items |  |
| Policies: | Policies:Ms. Roberts reviewed the following policies for final approval:308.2 Tuition & Fees Payment & Refunds312.1 Employer Recruiter402.4 Conflict of Interest501.2 Fiscal MisconductMs. Roberts reviewed the following policy and asked for feedback:Smudging | 1st Ms. Jones |
| College Council Planning  | Executive Council reviewed the February College Council agenda and made revisions as necessary. |  |
| Program Reviews 2024 | Dr. Erdmann reviewed the IAPRC recommendations for the following programs:Computer ProgrammingCybersecurity AASCybersecurity CTSDental Assistant CASDental Hygiene AAS |  |
| Professional Organizations | Dr. Erdmann revisited the professional organizations topic and will send out the list to EC members to review the organizations and check for accuracy. |  |
| Modalities Definitions update | Dr. Frost discussed modality definitions that will be used for students versus BOR modality definitions. Dr. Frost asked EC members to review the two definitions and asked for feedback.  |  |
| Sunday Executive On Call Schedule | Dr. Frost sent around the Sunday on-call schedule for 2025. |  |
| Executive Session |  |  |
| Computer Faculty position | Ms. Jones discussed changing the computer faculty position to a remote position to broaden applicant submissions. |  |
| Committee naming | Ms. Jones asked for feedback on renaming the DEI committee. Ms. Jones will take the suggestions back to the committee.  |  |
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