Executive Council Meeting Agenda

October 16, 2026 | 1:30 pm - 3:00 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. Frost, CEO/Dean
- Ms. Quincie Jones, Executive Director of Career and Technical Education
- Ms. Carmen Roberts, Executive Director of Finance & Administration
- Mr. Troy Stoddard, Executive Director of Student Services
- Mr. Philip Carr, Executive Director of Technology and Operations
- Mr. Scott Thompson, Executive Director of Community Relations
- Dr. Eleazar Ortega, Director, Institutional Research and Effectiveness
- Dr. Elfriede Neber, Interim Executive Director of Instruction
- Ms. Kristi Voboril, Senior Executive Assistant

Guests

- Guest(s):

Agenda

Time	Topic	Responsible	Outcome
5 min	EC minutes from 9.25.26 Executive Council Minutes_9.25.26.docx	Dr. Frost	Review and approve
5 min	Call for Additional Agenda Items	Dr. Frost	Review and approve
10 min	College Council Planning College Council Agenda 11.06.26.do	Dr. Frost	Discussion
10 min	Suggestion Box: Staff Sugg – • Meeting Etiquette (Past submittal reboot) • Life Long Learning Student Sugg –	Dr. Frost	Discussion
10 min	Winter holiday coverage	Dr. Frost	Discussion
10 min	Policies: 101.1 Policy Development and Approval 600.1 Space Management 600.2 Trespass 601.3 Tobacco Use	Ms. Roberts	Review and approve

Time	Topic	Responsible	Outcome
	701.1 Campus Networking 701.2 Computer & Network Usage 703.1 Student Email 705.1 Peer-to-Peer File Sharing		
10 min	Campus wide AI Policy	Discussion	
5 min	Position request	Ms. Jones	Discussion/approval

Topic	Discussion	Action
EC minutes from 9.25.26	Minutes were approved as written. Posted minutes can be found here	Motion Mr. Thompson Second Mr. Carr Abstentions Approved
Call for Additional Agenda Items	eDiscovery	
College Council Planning	Executive Council reviewed November's College Council and made edits as necessary.	
Suggestion Box: Staff Sugg – Student Sugg –	Executive Council circled back to a previous suggestion regarding Meeting Etiquette and reviewed a new suggestion about Life Long Learning classes. Both items will be discussed at the November College Council.	
Winter holiday coverage	Dr. Frost asked Executive Council to review the EC calendar before requesting holiday time off to ensure we have two members on campus at all times.	
Policies:	Executive Council reviewed the following policies: 101.1 Policy Development and Approval 600.1 Space Management 600.2 Trespass 601.3 Tobacco Use 701.1 Campus Networking 701.2 Computer & Network Usage 703.1 Student Email 705.1 Peer-to-Peer File Sharing	Please review the policies and provide feedback by Friday, October 23rd
Campus wide AI Policy	Executive Council discussed creating a campus wide AI policy. Dr. Frost suggested expanding the established AI Workgroup and charging them with developing recommendations to bring back to Executive Council.	

Topic	Discussion	Action
Position request	Ms. Jones asked Executive Council to approve converting a part-time nursing position to a full-time nursing position.	Approved
eDiscovery	Mr. Carr discussed FERPA request process.	

Executive Council Meeting Commitments

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 council members.