

**Academic Affairs Leadership Team
November 4, 2024, 9am
Mason Hall Conference Room via Zoom**

Members present: Dr. Jay Edgren, Dr. Paul Bruinsma, Dr. Michael Conn, Dr. Sharmila Kakac, Rodney Ranes and Tara Farleigh (Recorder).

Department Updates

Dr. Kakac reported:

- 1) An interview was conducted last Friday for the JTED Grant Project Manager. Shamila is placing calls for reference checks to submit a hire recommendation.
- 2) Paramedicine – Paramedicine cohort is still anticipated to start next fall semester.
- 3) November 12 – A meeting is scheduled for MIT instructors to discuss the MIT Instructor Handbook.

Dr. Conn reported:

- 1) Mike has completed Quality Matters Coordinator Training.
- 2) Completing course review.
- 3) Mike is working on professional development for faculty at the January workshop.

Rodney reported:

- 1) Rodney and Danyelle Ayres attended the Transition Academy. They gained valuable knowledge on ICAPS.
- 2) FY25 ICCB IBT Grant – Waiting for a response.
- 3) 1st quarter reports have been submitted.

Dr. Bruinsma reported:

- 1) Two zero turn mowers have been received for the IGEN initiative.
- 2) Lock day will be next Monday, November 4 for the Assurance Argument and related documents in the HLC Assurance System. The planning and hospitality team will commence after Monday's lock date.

Dr. Edgren reported:

- 1) The hiring committees for the Head Volleyball Coach/Student Life Coordinator and the Coordinator of Marketing & Public Relations have selected candidates for consideration at the November Board of Trustees meeting for approval.
- 2) Jay has submitted his retirement letter effective June 30, 2025. The district office will be posting his position in the near future.

Informational/Discussion Items

CETL Waivers

- A. Discussion:** Dr. Conn presented the team with a draft of language modifications to Policy/Procedure 500.14 Tuition Waivers. A solution will be to add a line that exempts CETL courses (EDU 1600-type courses) required for employment/onboarding purposes for adjuncts.
- B. Decision:** AALT will approve this item at the next team meeting.
- C. Action:** None

FY26 Budget Reductions

The team discussed cost saving ideas for each department. Additional meetings will be scheduled to discuss FY26 cost saving measures in the future.

Adjournment 9:45am