

Academic Affairs Leadership Team
August 26, 2024
9am via Zoom

Members present: Dr. Jay Edgren, Dr. Paul Bruinsma, Dr. Sharmila Kakac, Morris Nead, and Tara Farleigh (Recorder). **Absent:** Dr. Michael Conn and Rodney Raney.

I. Department Updates

A. Dr. Kakac reported:

- 1) A new HVAC unit will be installed tomorrow at the TLB WRC. A small sandwich machine has been installed as well.
- 2) SBDC will be hosting a Lunch & Learn segment for area Chamber Offices. Mental Health workshops along with various training courses such as QuickBooks are scheduled.
- 3) Events for October: Employer Workshop, CEO Workshop (SBDC) and a Career Fair at WVC.
- 4) The Emergency Preparedness needs help transporting equipment throughout the district. Currently due to the Program Director's job vacancy, Ellen and KaRissa are handling the EP/CPR/Fire Science classes where Sharmila is providing services for B&I and Paramedicine.

B. Morris reported:

- 1) Plans are underway to close out the Title III grant ending September 30.
- 2) Morris will be reaching out to the Internal Monitoring Team for ideas/feedback on how to spend the last of the monies in the next five weeks.

C. Dr. Bruinsma reported:

- 1) The hiring committee interviewed last Friday for the Coordinator, Academic Affairs position. Telephone reference checks are being completed.
- 2) The TVs in the Distance Learning classrooms are having issues. Replacement TVs are ordered/shipped.
- 3) The HLC Federal Compliance document is complete. Dr. Bruinsma is currently working on the multi-location document and Criterion 5. Completion of the documents will be in a couple of weeks ready for editing.

F. Dr. Edgren reported:

- 1) The Board of Trustees approved pay increases for full-time Non-Bargaining Unit employees at the August meeting. Andrea McDowell sent documentation of yearly wage increases. Memos will be distributed to supervisors and delivered to their staff.
- 2) 10-Day is this Wednesday, Dr. Edgren asked Dr. Bruinsma to contact Jamie Carman and ask if the advisors would be available to help the records office during this busy time.
- 3) Dr. Edgren gave an update on faculty negotiations.

II. Academic Affairs Mission Statement

A. Discussion

Team members submitted examples for the Academic Affairs Mission Statement.

B. Decision

Tara sent all examples of the mission statement in an email. Dr. Edgren asked the team to send their version of a comprehensive yet concise mission statement for AALT by this Friday, August 30.

C. Action

None

III. Policy 500.22 Background Check Determination

A. Discussion

Dr. Edgren presented the revised Policy 500.22 Background Check Determination.

B. Decision

C. Action

The team approved the revised Policy 500.22 Background Check Determination. The policy will be forwarded to the September SEPC meeting for approval.

Adjourn 9:53 am