

**TEXAS STATE TECHNICAL COLLEGE
STATEWIDE OPERATING STANDARD**

No. GA 1.2	Page 1 of 3	Effective Date: 7/24/2017
DIVISION:	General Administration	
SUBJECT:	Purpose and Composition of Executive Management Council	
AUTHORITY:	Executive Order	
PROPOSED BY:	<i>Original Signed by Ricardo Herrera</i>	
TITLE:	Vice Chancellor/Chief Technology Officer	Date: 7/24/2017
RECOMMENDED BY:	<i>Original Signed by Ricardo Herrera</i>	
TITLE:	Vice Chancellor/Chief Technology Officer	Date: 7/24/2017
APPROVED BY:	<i>Original Signed by Mike Reeser</i>	
TITLE:	Chancellor	Date: 7/24/2017

STATUS: Approved by Leadership Team 7/24/2017

HISTORICAL STATUS: Approved by EMC 6/09/2015
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 Revised 09/18/95
 Approved MC 03/24/94
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EXECUTIVE ORDER

The Management Council (MC) is organized at Texas State Technical College (TSTC) to review, discuss, and approve matters related to institutional management and leadership supportive of a coherent, quality-based management at each campus.

PERTINENT INFORMATION

The Management Council (MC) will focus on strategic plan management and progress review of annual college priorities; change and process management effectiveness; and institutional communication management. The general membership of the Council consists of campus Direct Reports to a Vice Chancellor and Subject Matter Experts (SME) in functional areas as it pertains to the TSTC Organizational Chart. These members represent every division of the organization and is facilitated by a core team called the Executive Management Council.

The EMC core team is comprised of a minimum of four members of the Management Council and one Vice Chancellor. These members are appointed by the Leadership Team. EMC members may invite other MC and non-MC individuals to attend and participate in council meetings, as appropriate. EMC meetings will be chaired by the Vice Chancellor appointed by the Leadership Team which consists of the Chancellor and all Vice Chancellors.

OPERATING REQUIREMENTS

Executive Management Council

The EMC represents the partnership of College-wide senior leadership with leaders from all functional areas of the college, together setting the course for TSTC and will meet monthly or on an as-needed basis.

MC members will submit proposed agenda items and supporting materials to the Chair of the EMC in advance of the EMC meeting according to the advance instructions provided. The EMC will be responsible for reviewing and discussing items on the agenda and recommending changes on proposed Statewide Operating Standards (SOS).

Issues may be deliberated through regularly scheduled meetings, special meetings, or through threaded e-mail discussions. Substantive changes to SOS, other broad initiatives, or practices that impact broad stakeholder groups should be discussed in a forum that ensures synchronous communication. In addition, members shall provide and solicit input that ensures proper representation from related constituency groups. For academic and governance matters, the executive responsible for student learning will consult faculty on matters of academic policy. The exchange of information between members is encouraged.

Minutes of the meeting will be recorded and will be made available upon request.

PERFORMANCE STANDARDS

1. The composition of the EMC provides an opportunity for decisions by those who have final responsibility for, or must support, the results.
2. The agenda and support materials are made available to members in a timely manner.
3. Each member attends and actively participates in the meeting.
4. Minutes are taken and made available to MC members in a timely manner.