

TEXAS STATE TECHNICAL COLLEGE  
**STATEWIDE OPERATING STANDARD**

<b>No. GA 1.2</b>	<b>Page 1 of 4</b>	<b>Effective Date: 12/17/2020</b>
<b>DIVISION:</b>	General Administration	
<b>SUBJECT:</b>	Purpose and Composition of Executive Management Council	
<b>AUTHORITY:</b>	Executive Order	
<b>PROPOSED BY:</b>	Madelynne Johnston	
<b>TITLE:</b>	Finance Chief of Staff	<b>Date: 12/17/2020</b>
<b>RECOMMENDED BY:</b>	Gail Lawrence	
<b>TITLE:</b>	Executive Vice Chancellor & Chief of Staff to the CEO	<b>Date: 12/17/2020</b>
<b>APPROVED BY:</b>	Mike Reeser	
<b>TITLE:</b>	Chancellor & CEO	<b>Date: 12/17/2020</b>

**STATUS:** LT Approved 12/17/ 2020

**HISTORICAL STATUS:** Approved by EMC 12/09/2020  
 Approved by Leadership Team 7/24/2017  
 Approved by EMC 6/09/2015  
 Revised 05/2015  
 Revised 7/27/11  
 Approved by MC 03/24/06  
 Revised 03/2006  
 Approved by MC 03/11/05  
 Revised 02/2005  
 Approved by MC (electronically) 5/21/04  
 Revised 04/08/04  
 Approved MC 12/13/02  
 Updated - 06/21/00  
 Updated - 09/01/99  
 Updated - 06/26/98  
 Approved MC 09/21/95  
 Revised 09/18/95  
 Approved MC 03/24/94  
 Proposed 03/03/94

## **I. STATEWIDE STANDARD**

**EXECUTIVE ORDER:** By order of the Chancellor, Texas State Technical College (TSTC) shall organize an Executive Management Council to be an open working team created for the purpose of collaborating on intercollege initiatives and strategic matters for TSTC.

## **II. PERTINENT INFORMATION**

The Executive Management Council (EMC) shall be a strategic working body composed of senior leadership and representatives from areas or programs necessary to advise the Leadership Team and to communicate and execute broad initiatives.

The general membership of the EMC shall consist of direct reports to a Vice Chancellor and Subject Matter Experts (SME) in functional areas in keeping with the [TSTC Organizational Chart](#). Members of the EMC shall represent various divisions within the organization and are appointed by the Leadership Team and/or a Vice Chancellor.

Members of the EMC may invite managers, leaders, or teammates to attend and participate in the EMC meetings, as appropriate. Meetings of the EMC shall be chaired by the Vice Chancellor appointed by the Leadership Team.

## **III. GENERAL GUIDELINES**

The EMC shall review, discuss, and approve matters related to institutional management and leadership supportive of a coherent, quality-based management structure across the state and all campuses.

Members of the EMC shall share responsibility for communicating and updating intercollege initiatives and strategies. Members shall advise the Chancellor and Leadership Team, as well as share perspective from their positions of responsibility.

## **IV. DEFINITIONS**

**Leadership Team (LT):** A team consisting of the Chancellor and Vice Chancellors.

## **V. DELEGATION OF AUTHORITY**

The Chancellor, or his/her designee, has the authority to establish procedures to meet the requirements of this Statewide Operating Standard (SOS). Further, the Chancellor delegates to the appointed Vice Chancellor and Chairperson of the EMC the authority and the responsibility to implement this SOS.

## **VI. PERFORMANCE STANDARDS**

1. The composition of the EMC provides an opportunity for decisions by those who have final responsibility for or who 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 members of the EMC in a timely manner.

## APPENDIX

### VII. RELATED STATEWIDE STANDARDS. LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

[TSTC Organizational Chart](#)

### VIII. OPERATING REQUIREMENTS

1. The EMC shall represent the partnership of statewide senior leadership with leaders from functional areas of the College, together monitoring the course for TSTC. Meetings shall be held bi-monthly or on an as-needed basis.
2. The standard EMC meeting shall consist of a verbal and/or written report from each leader and/or functional area. Items and supporting materials must be submitted to the EMC manager and/or Chairperson in advance of the meeting. The EMC members shall be responsible for reviewing and discussing items on the agenda and recommending changes to be incorporated into proposed and/or existing SOS documents.
3. Issues may be deliberated through regularly scheduled meetings, special meetings, or through threaded email discussions. Substantive changes to SOS documents, other broad initiatives, or practices that impact broad stakeholder groups shall 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 shall consult faculty on matters of academic policy.
4. The exchange and cascade of information between members and their statewide teams shall be the standard of participation for each Council member.
5. Minutes of each meeting shall be recorded and must be made available upon request.