Executive Council Minutes
02.03.2022
10:00 a.m.

Meeting Facilitator: Jesse Smith-Fulia

Roll Call:

√	Darci Cather	√	Chris Clark	√	Tina Dudley
√	Emily Forthman		Connie McGinnis	√	Karen McGoy
√	Dr. Nicolaides	√	Dr. Price	√	Dr. Shelby
√	Felicia Rouse	√	Jesse Smith-Fulia	√	Dr. Taylor
√	Dr. April Teske	√	Dr. Thornsberry		PI&M-Vacant
	AA Council Chair		SA Council Chair		DEI Council Chair
	AS Council Chair		Assessment Coord		

Agenda Items:

1. **Call to Order**
   Jesse called the meeting to order at 10:05 a.m.

2. **Approve Minutes of January 6, 2022**
   Dr. Price made a motion to approve the minutes as written. Dr. Teske seconded the motion. All voted in favor and the motion carried.

3. **Items Requiring Action**
   - <u>Load sheets uploaded to Colleague (Felicia)</u>
     A booklet containing Faculty schedules was presented to Emily to assist with any Committee reassignment requests.

   - <u>Add Student Engagement Coordinator to the Cultural Awareness Team (Tina)</u>
     Erin King, Student Engagement Coordinator, has been added to the Cultural Awareness Team

   - <u>Onboarding of new Executive Council Members</u>
     Chris Clark is the newest member in attendance. Ginger Harner is Chair of Academic Affairs Council and Mike McNally is the Assessment Coordinator. Both will be added to the Executive Council.

     Darci notes the need for two Faculty members for the Assessment Team and JoElla Basler was suggested as well as Dr. Nicolaides. Emily notes

that Beth Crowe is Chair of the Professional Development Team. Dr. Thornsberry volunteered to be on the Curriculum & Instruction Team.

- General Executive Policies Reviewed (Members)
  Jesse noted that in his review of the General Executive Policies, he asked "what is important"? Dr. Teske noted the relevancy of having the ICCB and Illinois Board of Higher Education Mission, Vision Statements in the Board Policy.

  This action item is further explained with the Prioritization Matrix Discussion.

4. **Prioritization Matrix Update**
   Dr. Teske shared the survey developed along with Dr. Taylor and Darci. This survey asks specific questions in order to prioritize the policies that will be addressed. The evaluation of rank (the higher the score, the greater the priority) will help guide the review of policies and create consistency.

   Dr. Teske sent each Council member, the survey link. For each Council or Committee, a new browser must be opened. Survey questions include is the policy a need (Title IX, we have to have) versus being important (meaning "do we need" solely for the purpose of clarification?).

   This survey should be completed by everyone on a committee who is reviewing a policy (refer to the Policy Disposition Form).

   Further questions include a Call to Action; Are the procedures/guidelines/rules needed; Language; and Are definitions needed for this policy? This "matrix" serves as an advanced organizer. Dr. Taylor hopes this matrix can be rolled out to teams. Dr. Nicolaides adds the Council should test it, then we will know what is missing and what works.

   Dr. Nicolaides made a motion for all members to test the link. Jesse seconded the motion. All voted in favor and the motion carried.

   Items Requiring Action:
   Dr. Teske will send the Surveymonkey link to all members.
   https://www.surveymonkey.com/r/Q9DGBFM

   All members will test the link for policies in their charge to review by March 7.

5. **Website – Council/Team Minutes**
   Dr. Teske shared the Governance page of the College's website. Many thanks to Jonathan VanMeter for assistance in designing this page. Currently, this page is set to "hidden" during construction. The page will house each Committee, its charge/responsibility, action plan and minutes. This adds to transparency and will be easily accessible.

   Dr. Shelby praised the amazing work and noted that the information housed here, will supply information for HLC assurance arguments.

   In the future, Dr. Taylor hopes to develop linkage to policies within each Council.

6. **Status of Council or Team Meetings Held – Jesse**
   Dr. Price will have more to report during the March meeting as only the Student Affairs Leadership team has met to date. Darci notes that Academic Affairs related Councils/Teams have met, with Chairs being assigned.

   The issue of Tenure was addressed due to the Strategic Plan date being within FY22. Darci also notes the gap in policy regarding what is supposed to happen versus what is available; i.e., self-evaluations (the tool doesn't exist).

   Chris notes the Business & Finance Team has met and Brandy is the Chair. Chris broached the possibility of moving the Facility Team meeting to 1:00 p.m. – 3:00 p.m. to accommodate Anna Davenport's teaching schedule and her ability to attend this monthly meeting.

   Darci made a motion to consider moving the Facility Team meeting after Chris speaks with the Team. Dr. Shelby seconded the motion. All voted in favor and the motion carried.

   <u>Items Requiring Action:</u>
   Chris will speak with the Facility Team (February 16) regarding moving the time of the meeting to 1:00 p.m. to 3:00 p.m.

7. **Continuity of Workflow Processes Within Transition – Dr. Taylor via Cabinet**
   Dr. Taylor drew attention to the Google document currently used by the President's Cabinet as it relates to tracking of any meeting items needing further action. This list assists with prioritization, listing responsibilities

and could assist in identifying any potential roadblocks to fulfilling the responsibility. It also creates a sense of evidence related to the Strategic Plan.

Items Requiring Action:
Share the Action Item Status document by March 7. All members will weigh in on how best to implement, tweak or create something new.

Adjournment
Dr. Shelby acknowledged and praised Jesse for his management style in facilitating the meeting.

Dr. Nicolaides made a motion to adjourn the meeting at 11:48 a.m. Darci seconded the motion. All voted in favor and the motion carried.