Executive Council Minutes
03.03.2022
10:00 a.m.

Meeting Facilitator: Jesse Smith-Fulia

Roll Call:

	Darci Cather	√	Chris Clark	√	Dr. Cara Doerr
√	Tina Dudley	√	Dwayne Fehrenbacher	√	Emily Forthman
√	Ginger Harner	√	Kevin Hunsperger	√	Rob Lucas
√	Connie McGinnis	√	Karen McGoy		Mike McNally
	Dr. Ian Nicolaides	√	Dr. Lisa Price	√	Dr. Kristin Shelby
√	Felicia Rouse	√	Jesse Smith-Fulia	√	Dr. Tim Taylor
√	Dr. April Teske	√	Dr. Ryan Thornsberry		

Agenda Items:

1. **Call to Order**
   Jesse called the meeting to order at 10:04 a.m. and invited all new members to introduce themselves by sharing what brought them to Executive Council. Ginger, Dr. Doerr, Rob and Dwayne are newly elected Council Chairs and Kevin is the new Public Information & Marketing Executive Director.

2. **Approve Minutes of February 3, 2022**
   Dr. Teske made a motion to approve the February 3, 2022, minutes as written, with a second from Dr. Price. All voted in favor and the motion carried.

3. **Items Requiring Action**
   Dr. Teske will send the Surveymonkey link to all members.
   https://www.surveymonkey.com/r/Q9DGBFM: Dr. Teske reported that only 5 members completed this so the results are inconclusive. The link and further instruction will be re-sent.

   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: The Facility Team agreed to change the meeting time from 10:00 a.m. to 12:00 p.m. to the suggested time of 1:00 p.m. – 3:00 p.m.

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

Council meets monthly, sharing "Items Requiring Action" should continue to be shared via the Minutes. A separate Google Doc, shared among all of Executive Council, is not needed. Members are encouraged to read the minutes upon receipt.

4. **Prioritization Matrix Update**
   Dr. Teske emphasized that after Executive Council pilots this tool, it would be rolled out to Council Chairs to use as they review the policies that fall under their Council Charge. The tool will help identify which parts of the policies need the most attention. Jesse sought further instruction to which Dr. Teske explained that the results will indicate which policies are of higher priority. Dr. Teske will schedule meetings with the Council Chairs to clarify and discuss Policy Review, Monitoring Reports and assist in the completion of these tasks.

   In planning those meetings, Dr. Teske shared the organizational structure and explained the flow of review through Teams to Councils. Jesse sought clarification regarding when a policy review arrives to this Council. Dr. Taylor explained this Council responsibility includes looking for consistent formatting and if all issues addressed. This Council is the final lens. By the time it reaches us, the policies have already been vetted and will be prepared for the Board of Trustees (BOT) meeting.

   During this Council meeting, we should not be reading the policies, but instead, do the work prior to the meeting as part of our preparation.

5. **Policy Review Process & Tool – Dr. Teske**
   Reviewed under the above agenda item.

6. **Website – Council/Team Minutes**
   Dr. Teske shared the Webpage where all approved Council and Team minutes will eventually rest. She also acknowledged the hard work of Jonathan VanMeter with the design, layout and energy he has put into this project.

   The BOT have an expectation of Dr. Taylor in that he informs them of any update to a policy, etc. With that expectation, all Councils and Teams should forward their minutes to Tina. Dr. Teske also affirmed that this is a Key Performance Indicator (KPI) in the Strategic Plan.

7. **Status of Council or Team Meetings Held – Jesse**
   See Chart Below

Council or Team	Chair
Academic Affairs Council	Ginger Harner
Student Affairs Council	Dr. Cara Doerr
Diversity, Equity, Inclusion Council	Rob Lucas
Administrative Services Council	Dwayne Fehrenbacher
Academic Leadership Team	Darci Cather
Student Affairs Leadership Team	Dr. Lisa Price
Administrative Leadership Team	Russ Stoup
Academic Standards Team	Ruth Smith
Student Academic Assessment Team	Mindy Ashby
Curriculum & Instruction Team	Dr. Kristin Shelby
Recruitment & Enrollment Team	Amanda Hazel
Student Success Team	Danielle Boyd
Student and Community Outreach Team	Teale Betts
Professional Development Team	Beth Crowe
Cultural Awareness Team	Erin King/Brett Whitnel
Employee Relations Team	Deborah Vines
Business & Finance Team	Brandy Woods/Michelle Williams
Technology Team	Jonathan VanMeter
Facility Team	Lindsay Johnson
Safety & Risk Management Team	Eric Howard

Jesse opened the floor for all members to share how their Councils are doing as well as the offer of assistance and support from this Council. Dr. Taylor sought input regarding how each Council or Team will provide an update to the Executive Council, will it be a verbal or a written update.

Emily and Jesse both shared that previous committees would provide a verbal update that was typically very short or provide a comment that there had been no meeting since the last report provided. Chris concurred that prior meetings were poorly attended, whereas Dr. Thornsberry noted that the Chair would typically produce a summary.

Dr. Price prefers that all Councils and Teams be given a few more months to get comfortable. Dr. Teske clarified that the four Councils would give a report since the Teams all report back to one of the four.

Council/Team Updates will become a standing agenda item and updates will be verbally provided by the appropriate Council Chairs. Points to include: What are you working on? What do you need help with? These verbal reports should be as easy as possible. The real work will begin in the forthcoming months.

Ginger made a motion that hearing verbal reports from Council Chairs on a monthly basis will become a standing Agenda Item for the Executive Council and Dr. Price seconded the motion. All voted in favor and the motion carried.

Items Requiring Action:
Tina will add a standing agenda item.

Addition to the Agenda
Jesse posed a final call out for questions, and Rob inquired as to the following:

- How should these Councils work/run on a daily basis?
- Clarify the terms proposed, agreed upon, quorum;
- Although good at creating the structure, how do you implement it?
- Due to prior lack of guidance, where are the "boots on the ground" instructions?

Ginger offered her understanding of the process in that it might still be perceived as a little abstract because we have yet to dive in.

Dr. Teske reminded all members, that she will be meeting with all Council Chairs and will revisit the Shared Governance Manual, the Strategic Plan, and the overall Committee Structures.

The understanding will be clearer with each discussion.

Emily acknowledged that the first meeting was to nominate a chair. Subsequent meetings will improve and lead to a clearer understanding.

Dr. Taylor acknowledges the difficulty and the overwhelming feeling of the logistics involved with being the Chair. Dr. Taylor also shared, this may take two -three years, and this is okay.

Jesse closed the meeting with a reminder to newer members, to look for an email regarding onboarding instructions. Jesse also requests new members share their calendars with him for scheduling purposes.

Items Requiring Action:
New members will share their calendars with Jesse for use in scheduling Executive Council Onboarding.

Adjournment
Ginger made a motion to adjourn the meeting at 11:18 a.m. with a second by Dr. Doerr. All voted in favor and the motion carried.