Executive Council Minutes
04/07/2022
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 10:03 a.m.

2. **Approve Minutes of March 3, 2022**
   Darci made a motion to approve the March 3, 2022, minutes as written, with a second from Dwayne. All voted in favor and the motion carried.

   Jesse reminded members of point #4 of the minutes "all members should prepare prior to each meeting by reading policies … these will not be specifically read during the meeting".

3. **Council/Team Updates (Standing Agenda Item) – All Members**
   Dr. Doerr: Recruitment team is looking at forms and standardizing the Withdrawal, Change of Major, etc. Continued review of the dual-credit policy and updates to the website. Student Success is reviewing Melt and yield conversions. Student Affairs is reviewing the SARA policy.

   Emily Forthman: DEI has drafted a remote work procedure and celebrating Diversity by decorating your door with your definition of Diversity. Employee Relations are reviewing an exit interview process with the hopes of rollout in May. Professional Development distributed a survey, creating a listing of upcoming trainings. This may include a monthly feature, i.e., May - Mental Health Awareness Month from the perspective of what to watch out for in our students. Cultural Awareness is developing daily celebrations the week of May 2 through May 6.

Dwayne Fehrenbacher: Technology team is looking into virtual ID's. Virtual IDs would eliminate the need for a physical ID printer. This works via a downloaded app where the employee, etc., would take their own picture. The picture would then be approved/or not, flow to a database where it would be merged into the system, i.e., picture would then appear in Colleague. Business & Finance team reviewing the facility usage policy, Section 7000 of the policy manual and the FY21 audit. Leadership team is developing a business card procedure. The Facility team prioritized the project list (both complete & incomplete, adding and deleting). Safety Risk Management team is reviewing OSHA and MSDS binders as well as the Campus Safety Plans.

Ginger Harner: Absent due to conference attendance in Springfield. Her report had been sent to Dr. Shelby. No report.

ABSENCES:

How do we deal with absences? Quorum is only needed when taking a vote, discussion can still occur. Meetings do not need canceled if there is no quorum present. Attendance can be monitored by reviewing the approved minutes on the Website.

Conflicts with other meetings or teaching schedules are "excused"; while consistent absences should be addressed. Suggested that Vice Presidents (VPs) and Executive Directors (EDs) reach out to those staff who are not attending, following up with their job descriptions and the expectation to participate in meetings. Begin progressive discipline. Professional courtesy must be promoted.

Council and Teams will meet over the summer.

TRAINING FOR FACILITATING MEETINGS/ZOOM MEETINGS:

Attendance in person must be encouraged. Do not offer Zoom option without specific cause to do so (remote/extension center staff) or respect for masking. All members are in favor of all meetings being face-to-face.

HOW TO COMMUNICATE WITH COUNCILS/TEAMS:

We have an open-door policy as well as electronic means to convey ideas, however some staff may want to remain anonymous. Previous culture was not conducive to offering suggestions.

The challenge is how do we empathize with those frustrations of being ignored, as in no one is listening? And, by being non-responsive to email, etc., are we reinforcing those frustrations?

Dr. Taylor clarified that there are two issues: having an idea and how to share versus educating everyone on the "whistleblower" process. Sharing an idea that is used, proven successful, could and should play an important role in Employee Recognition.

Dr. Price notes that anonymously submitted student issues are not addressed. Follow-up must occur with the complainant.

Items Requiring Action:
Dr. Doerr will invite Dr. Teske to the Student Affairs Council meeting to keep her informed of SARA language, reporting and data collection.

All VP's and ED's are charged to monitor attendance, as well as communicate that face-to-face meetings is requested. Zoom only available to remote staff or those still concerned with masking.

Russ will look at speaker options in the River Room (of the three options that display during set-up, which is the best one) and can this be the default.

Any conflicts with meeting schedules (conference attendance, classes) should be emailed to the Council/Team Chair who will forward to the appropriate VP.

Develop an "idea box" concept either via the Shared Drive or other mechanism where all employees can submit an idea to a Council or Team.

Chris will forward the recording of the Accounts Payable training to Dr. Teske.

Any "trainings" being offered to employees should be highlighted and shared with appropriate notice to all staff.

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	Chris Clark/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

4. Software For Sharing Working Documents – Dr. Taylor
Is there software that can be used for sharing documents among multiple people outside of Google Docs? The Technology Team meets on April 8 and Dwayne will broach the ask. Also, we should look at how best to use what we currently have available.

Items Requiring Action:
Training on the use of Google Docs suggestion will be given to the Professional Development committee to add to a list of training options.

5. Review Survey Results – Dr. Teske
Dr. Teske shared the survey results, noting the averages to responses and the resulting scores and ranked analysis.

It is recommended that Dr. Teske and Jesse meet with all Council chairs on the process of the roll out to Teams. VP's are invited as well. Some may struggle with this process at first, however Dr. Teske will stimulate communication by highlighting aspects of the tool. Dr. Taylor may identify some specific policies for review as part of the training.

Items Requiring Action:
Dr. Teske will a copy of these survey results to all Executive Council members.

All Executive Council Members will provide feedback to Dr. Teske.

Dr. Teske and Jesse will develop a training module for the policy review tool (which may include definitions).

6. Convocation (Dates) – Darci

The Academic Affairs Council recommend consideration of switching convocation day with Assessment day in order for attendance by Student Affairs staff. Convocation activities have varied over the years: kick-off with a "welcome back", speakers and an overview of assessments and often running into the evening so adjunct and dual-credit staff can attend.

Dr. Teske is a proponent of moving Assessment day to the beginning of the semester, allowing faculty time for the CQI. This is also in alignment with the Budget calendar.

Faculty will not be missing anything, as there will still be a kick-off. Dr. Nicolaides shared that it would be nice to start off with some Assessment work, while Dr. Thornsberry adds that Faculty should be surveyed. Movement of the Agenda to two days will have no impact on contract issues.

Dr. Teske adds, if the dates switch, to also consider moving the day off of the Friday (of Columbus Day weekend), as it is a mandatory work day prior to what could be a four-day weekend.

Items Requiring Action:

Members are to take the suggestion of switching Convocation and Assessment days to their respective groups. This is tabled until May 5.

Adjournment

Darci made a motion to adjourn the meeting at 11:45 a.m. with a second by Dr. Thornsberry. All voted in favor and the motion carried.

The next Executive Council meeting will be held May 5 in the River Room at 10:00 a.m. Zoom will be an option out of respect for those choosing masking.