Executive Council Minutes
05/05/22
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 10:08 a.m.

2. **Approve Minutes of April 7, 2022**
   Kevin made a motion to approve the April 7, 2022, minutes as written, with a second from Dr. Nicolaides. All voted in favor and the motion carried.

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

3. **Council/Team Updates (Standing Agenda Item) – All Members**
   Ginger Harner: Academic Affairs Council reviewed the policy disposition form and assigned to teams; discussion of SmartEvals with a rollout in Fall22; discussed previously sent course surveys and suggested changes which will be followed by a test run with students; and suggest updating tech support/text alerts and Moodle signage.

   Dr. Doerr: Student Affairs Council is reviewing dual-credit at other institutions (concurrent enrollment link/mirroring Parkland framework). Teale is working on new implementation measures alongside Council feedback. Darci noted capturing the current dual-credit process before changing and taking into consideration the alignment with textbooks. All pieces must be in place so that we are all working from a common place.

   Darci noted the partnership with Dongola, approximately 32 students will be on campus, Monday-Friday from 8a – 10:15a, for a "making students college-ready" initiative. It is worthy to note, the students coming here, MUST have a good experience.

   Emily Forthman: DEI has drafted a remote work procedure. Employee Relations developed an Exit Interview form.

   Dwayne Fehrenbacher: Tina presented a report in Dwayne's absence. Technology Team: a vendor for the Virtual IDs has been selected and a group of Summer enrolled students will be piloting this. Business & Finance Team reviewed the current "procedural" manual that is located in mySCC/Employee Resources. Leadership Team discussed the business card procedure which resulted in a bigger discussion of all "print" needs. The Facility Team reviewed the capital projects list that was presented to the Board of Trustees on May 2; fleet management plan was discussed with several vehicles identified for "disposal" and the team will also review third-party entities for a facilities condition assessment. Safety Risk Management team is reviewing the Campus Safety Plans with edits to names/titles with attention to overall consistency.

   How are meetings going?
   Ginger notes the feeling of "getting it" and will be further understood post training on May 11 with Dr. Teske. Dr. Shelby adds the distinction between Policy versus Procedure is important. The procedure is linked on the website. Dr. Taylor adds all policy statements should include a "value" component.

Reminder that Council and Teams will meet over the summer. With Fall 2022 semester and change in schedules, any conflict with Council or Team attendance should be directed to the appropriate Vice President (VP) and Emily for a change in committee assignment.

4. Follow-Up on Action Items from 4.7.22

Dr. Doerr invited Dr. Teske to the Student Affairs Council meeting for insight into the SARA language.

All VP's and ED's are monitoring attendance, as well as communicating that face-to-face meetings are the norm with Zoom only available to remote staff or those still concerned with masking.

Russ adjusted the speakers in the River Room for Zoom

A fillable "form" was developed for submitting recommendations and is located https://shawneecc.edu/about/shared-governance. Upon "submission" this will route to Tina who will assign out to the appropriate Council or Team.

The Accounts Payable training was re-recorded and sent to Dr. Teske as well as to Jonathan for posting.

Dr. Teske provided the survey results to all Executive Council members. Dr. Teske and Jesse developed a training module for the policy review tool and will roll out the training for all Chairs on May 11.

Dr. Nicolaides as well as Dr. Thornsberry voiced no Faculty concerns with switching the date of convocation with the assessment date.

5. Textbook/Course Materials Adoption Policy

Concerns discussed included:

- Several semesters where students didn't have books
- Same course, switching classes, instructors don't use same books
- State "required purchase" but never use
- Syllabus needs to be specific as to what is supplemental
- Digital world becoming confusing – Access cards versus Instructor sending links, etc.
- Dual Credit Instructors not told when our books are updating
- Affordability and Readability for students

- EPacks and Open Stacks
- Adopt an Open Textbook

Dr. Nicolaides' preference is a hard copy in that "there's a book, you are in this class" whereas Dr. Taylor would not choose a textbook due to so many links to rich resources and multiple means of learning. Ginger agrees and adds that the non-use of textbooks (as long as barriers are addressed) provides for learning technology and real-world skills.

Ultimately, we must be engaged with the different learning pathways for students

Items Requiring Action:
Policy development is moved to the Academic Affairs Council.

In looking at the most bang for the buck, once English and Match textbooks are aligned with classes, Darci will procure via a Grant for the books.

6. Exit Interview Procedure – Employee Relations Team
Emily distributed the Exit Interview draft. This is to be used by her, in person, upon any voluntary separation from employment. This will be piloted with the May resignations.

Overall, the perception is the information is used for improvement, not retaliation. Use of the results will be to share with VP's and identify any consistent concerns. Emily will "theme-out" the results by end of year. In order to act upon results, budget allocations should be identified. Emily does envision using Google form to capture data.

Darci made a motion to begin using the form now, with a second by Dr. Price. All members voted in favor and the motion carried.

Items Requiring Action:
Employee relations will draft the policy statement to include the "value" as well as draft the procedure linked to the Exit Interview policy.

7. Progression on Policy & Procedure Reviews
Chair training on May 11 will assist with this. Jesse and Dr. Teske will begin working on ranking the Executive Council Policies.

8. Council Procedures – "How to run a meeting"
The Professional Development Team has done research and a "canned, self-paced" training module "Effective Meetings" will be available.

Critical Concerns:

- Structure is important
- All voices in the room are heard
- There is a fear of "not getting this"
- Taking information back to teams, etc. may need to de-escalate

Because minutes are not approved until the month after the meeting, there is an identifiable time lag of information being readily accessible to all employees.

Dr. Taylor will think about how best to share immediate bullet points of importance:

- A push out on the Website
- Scrolling banner on television screens located throughout campus

Adjournment
Ginger made a motion to adjourn the meeting at 11:40 am with a second by Dr. Shelby. All members voted in favor and the motion carried.