Executive Council Minutes
08.04.2022 10:00 am, Founders & via Zoom

Meeting Facilitator: Jesse Smith-Fulia

Roll Call:

√	Darci Cather		Chris Clark (other meeting)	√	Dr. Cara Doerr
√	Tina Dudley		Dwayne Fehrenbacher (Off)		Emily Forthman (Vacation)
√	Ginger Harner	√	Kevin Hunsperger	√	Rob Lucas
√	Connie McGinnis		Karen McGoy (Vacation)		~~Mike McNally~~October
√	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:

I. Call to Order

Jesse called the meeting to order at 10:05 am.

II. Approve Minutes of July 7, 2022

Dr. Teske made a motion to approve the July 7, 2022 minutes as written, with a second by Ginger. All members voted in favor and the motion carried.

III. Council/Team Updates

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 Van Meter
Facility Team	Lindsay Johnson
Safety & Risk Management Team	Eric Howard/Chris Clark

Academic Affairs: Ginger reports the last meeting was June 16. The team continued with policy review discussion; baccalaureate process/new careers & CIP codes. Our identified Community Needs include the areas of supervisory jobs, business, auto and human resource management. What can we offer that no one else does?

Student Affairs: The last meeting held was June 22 and discussion included financial aid arrangements and the community education annual monitoring report. Teale is working on early college enrollment while Danielle and Dr. Doerr are working on High School specific forms. The SARA policy is being reviewed by Academic Affairs. Student Affairs is waiting on the results from the policy assessment tool.

DEI: July meeting, there was no quorum. The remote work policy is presented today.

Administrative Services: Facility Conditions Assessment Provider will be sent for Board approval. This assessment will be used for managing infrastructure, preventative as well as predictive maintenance projects and evolve into the College's Master Plan. Virtual IDs are rolled out, Safety Risk drills are being planned with Building Monitors being trained. The on-line procurement process will be rolled out.

IV. Google Professional Certificates – Ginger Harner

Jobs for the Future contacted Ginger regarding expanding the Google Reach by offering professional certificates, including e-commerce. These are positive certificates, earned in shorter timeframe which allows for Adult Ed students the sense of achievement. Adult Ed will participate in a pilot program. Ginger notes the overall goal is to plan for the future student. Adult Ed would be the bridge to SCC as they would be enrolled.

A recent HLC Conference attended by Dr. Taylor, noted the emergence of micro-credentialing. The Community Colleges took a "hit" in enrollment growth. Dr. Taylor challenges members to recognize this and take our product to this new market, meeting the needs of all students.

Darci noted that Vienna and Google are already partnering on this. We aren't replacing the traditional models; however, it is important to partner with this changing marketplace.

- Competency-based fits the stackable credentials better.
- How can we make ourselves standout – ours is free and we offer support along the way.
- Develop multiple pathways (entry and exits) – maybe through use of a visual map for understanding, supporting the overall marketing of with easy accessibility.

Mindy and Blake have worked with Jonathan regarding the Career Coach Pathway on the website. This area will offer job openings throughout our area and touches on multiple audiences, offering communication and data analytics as well as offers real time information.

Items Requiring Action
Ginger will work with Lydia on this concept.

V. Review of Disposal of Surplus Equipment Procedure – Administrative Services Council

With one of the first procedures to be viewed, Dr. Taylor reiterates Policy Statements should find the inspiration from and connection to the Mission, Vision, Values (as noted on the website). Also, a preference is that definitions go in the procedures and guidelines. And, there are two templates: Procedure and Policy.

MOTION:
Darci made a motion, with a second by Dr. Shelby to send this procedure to the Administrative Services Council (ASC) with the recommendation to create and strengthen the expressive Policy Statement.

VI. Review of Expressive Activity & Commercial Solicitation Procedure – Administrative Services Council

Definitions should include digital forum, i.e., reflect the computer usage policy (social media), electronic distribution.

MOTION:
Ginger made a motion, with a second by Jessie to send this procedure to the Administrative Services Council (ASC) with the recommendation to create the expressive Policy Statement.

VII. **Review of the Travel Policy – Administrative Services Council**

Members reviewed and are sending back to the Business & Finance team to address broader language and scenarios, suggesting talking with those employees who do a greater amount of travel. Also noteworthy:

- "Hardship on the traveler" language could be an uncomfortable situation for some
- Exceeding $500.00 travel advance, should be further defined
- Steps to travel could be a fillable workflow, with pop-up reminders
- Receipting – a lot of businesses would not or could no longer issue itemized receipts
- Move toward a per diem system
- Create a definitions listing

MOTION:

Dr. Shelby made a motion, with a second by Dr. Teske to send this procedure to the Business & Finance Team (via ASC) with the recommendation to create and strengthen the expressive Policy Statement, provide for broader language and consider moving toward a per diem system.

VIII. **Review of Remote Work Policy (Using Policy Review Tool) – Dr. April Teske & Rob Lucas**

Rob reviewed other institutions policies. This is a new creation since there are no existing college policies related to remote work. Suggestions include:

- Are there general limitations?
- There would not be a permanent agreement.
- Challenges addressed in keeping an "office" open with coverage.
- Who will oversee? Who could enter into the "agreement"?
- Deciphering good for one, not for all?

Items Requiring Action

Add in Inclusion/Belonging components to the Policy Statement.

Separate procedure from policy within the document.

IX. **Board-Ready Monitoring Reports, Executive Council Review – Dr. April Teske**

This is tabled until the September 1 meeting.

X. **Branding Relationship to Strategic Plan – Kevin Hunsperger**

Kevin will be talking with Dr. Taylor separately.

XI. Review of Exit Interview Policy Statement – Emily Forthman
Will be going to the September meeting.

XII. Review of Administrative Withdrawal Language – Dr. Cara Doerr
The withdrawal policy is a suggested policy to work on. With the new State Policy, we are no longer allowed to withhold transcripts.

There needs to be an enforced process for those changing programs. This impacts our program reviews and "throws off" advising numbers and loads.

Items Requiring Action
Soften the language on the website regarding transcripts, withholding, etc.

XIII. Adjournment
Dr. Teske made a motion to adjourn the meeting, with a second by Ginger. All members voted in favor and the motion carried.

Next meeting will be held Thursday, September 6, 2022 at 10am in the Founders Room & via Zoom

NOTES

Minutes –

Adjourn