Executive Council Minutes
09.01.2022 10:00 am, Founders & via Zoom

Meeting Facilitator: Jesse Smith-Fulia

Roll Call:

√	Darci Cather		Chris Clark (other meeting)		Dr. Tim Taylor (other meeting)
√	Tina Dudley		Dwayne Fehrenbacher (other meeting)	√	Emily Forthman
√	Ginger Harner	√	Kevin Hunsperger	√	Rob Lucas
√	Connie McGinnis	√	Karen McGoy		~~Mike McNally~~October
√	Dr. Ian Nicolaides	√	Dr. Lisa Price		Dr. Kristin Shelby
√	Felicia Rouse	√	Jesse Smith-Fulia		
√	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. Price made a motion to approve the August 4, 2022 minutes with a correction to the next meeting date of September 6, to September 1, with a second by Dr. Teske. 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	
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 Update (Ginger)
Discussing simple syllabus, access issues, Career Coach and Moodle. Some instructors would prefer Moodle be open 6 weeks prior rather than 4 weeks.

Darci reminded members that we should be working off of the previous minutes and identified policies. And notes, that a change to Moodle dates would be a procedural change. Overall, there is a lack of process, and we are hearing the same issues across councils and teams, hoping to hear different answers. Overall, the outcome should be what is best for students.

Next meeting is September 15.

Student Affairs Update (Dr. Price)
Dr. Price reports no updates.

Diversity, Equity, and Inclusion Update (DEI, Rob)
Rob reports the meeting on August 10 did not have a quorum so there was no movement on the Remote Work Policy.

Next meeting is September 8.

Administrative Services Update (Tina)
Tina reported on the future rollout of an online procurement process; FY23 Risk Management Plan being presented to the Board of Trustees on September 6; the upcoming Community Assembly which will focus on Safety Risk/Drill components; the Facilities Conditions Assessment provider will be recommended with the assessment of all facilities to follow; fleet vehicle purchasing underway; virtual IDs have been completely rolled out and the Travel Policy is back with the Business & Finance Team.

Executive Director(s)
Dr. Teske made an observation that she and Kevin (as Executive Directors) do not have a Council they work through for things such as updates, policies, and procedures and inquired about having a standing place on the agenda each month.

Motion:
Dr. Price made a motion, with a second by Darci, to add a standing agenda item for Executive Director updates.

IV. Review of Transfer Procedure – Emily Forthman

Council members reviewed the Transfer, Promotion, Demotion procedure. Discussion included the need for a list of definitions (Transfer, Reclassification, Reassignment, etc.); Human Resources should be the "owner" of advisement to the supervisor; and recommend that HR should have accommodations in mind when promoting an employee to a different position.

Motion:

Darci made a motion to return the procedure to the Employee Relations team for further development, Kevin seconded the motion. All members voted in favor and the motion carried.

V. Vacation/Sick Leave Transfer Policy – Emily Forthman

Council members reviewed the Vacation/Sick Transfer Policy and Procedure

- Policy Statement need more restrictive qualifiers, under what occurrence is an employee eligible?
- Include clear authority, which may suggest reporting guidelines
- Definition listing. i.e., pool – define this further. There is still a cost to the College if donating sick time once an employee leaves.

Comparing current procedure 6273, changing full-time to employee was a positive as well as increasing the number of days to 15 for transfer.

Motion:

Dr. Price made a motion to return the policy and procedure to the Employee Relations team for further development, Darci seconded the motion. All members voted in favor and the motion carried.

Items Requiring Action:

Emily will send out communication regarding the current vacation policy.

VI. Review of the Exit Interview Policy –Emily Forthman

Council members reviewed the Exit Interview Policy. Minor edits included changing the word "company" to "college". Other concerns included will this information remain confidential or aggregated, a clear line of authority needs established and term the data as "collective".

Motion:

Darci made a motion that Employee Relations make minor edits, then send to the President for approval, Rob seconded the motion. All members voted in favor and the motion carried.

VII. Board-Ready Monitoring Reports, Executive Council Review – Dr. Teske

Dr. Teske reminded members that beginning in August and according to the Board's policy manual, we should be expecting the need for annual and quarterly monitoring reports. These reports indicate the culmination of progress towards the Strategic Plan Goals.

VIII. Shared Governance Clarifications – Dr. Teske

Council members reviewed the Committee Charges and overall definitions and composition of the Councils and Teams. Operational Team chairs are appointed by the Vice-Presidents; however, the Curriculum and Instruction Team specifically states who the Chair is. The Shared Governance Manual, overall, needs to be reviewed for consistency.

Also, because Eric Howard is a pivotal member of the Safety & Risk Management Team, the meeting date was moved to accommodate his teaching schedule.

IX. Adjournment

Darci made a motion to adjourn the meeting at 11:51 am with a second by Ginger. All members voted in favor and the motion carried.

Next meeting will be held Thursday, October 13, 2022 at 10am (rescheduled as original date of October 6 is the Shawnee Experience Day) in the Founders Room & via Zoom

NOTES

Minutes –

Adjourn