Executive Council Minutes
10.13.2022 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
√	Dr. Ian Nicolaides	√	Dr. Lisa Price	√	Dr. Kristin Shelby
	Felicia Rouse	√	Jesse Smith-Fulia	√	Mindy Reach
√	Dr. April Teske	√	Dr. Ryan Thornsberry		

Agenda Items:

I. Call to Order

Jesse called the meeting to order at 10:01 am.

II. Approve Minutes of September 1, 2022

Dr. Thornsberry made a motion to approve the September 1, 2022 minutes 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	Mindy Reach
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)
Presentations on Continuing Education and Career Readiness. Reviewed draft of Monitoring Report. Will begin work on Policy 4120 on Academic Freedom at next meeting.

Student Affairs Update (Mindy)
Had their first meeting since June. Elected Mindy as new chair. Reviewed Policy 8150 on General Admission Requirements using policy review tool. The updated Policy was sent to Jesse for Executive Council to review.

Diversity, Equity, and Inclusion Update (Emily)
Cultural Awareness team is working on several activities, including Pumpkin Decorating contest, Costume Contest, and Pink Out Day in October. Employee policies are being distributed to teams.

Administrative Services Update (Dwayne)
Finished rolling out virtual IDs to part-time staff and adjuncts. Business and Finance team is working on Travel Policy. Safety and Risk Management worked on safety drills.

Public Information & Marketing (Kevin)
Focusing on spring registration. SEM search engine. Highway Construction added. Encourages sharing content on personal social media.

Institutional Effectiveness (Dr. Teske)
In collaboration with the IT department, the Internal Data Dashboard/CROA is ready and available to those in leadership roles. Dr. Teske has been holding group and individual trainings on how to access and use the dashboard. This tool further supports access to data for decision-making and prevents reliance on one person or department for data.

IV. Review of Transfer Procedure – Emily Forthman

Council members reviewed the Transfer, Promotion, Demotion procedure. References to transfer within the policy should be replaced with wording that does not limit move to transfer only. Discussion included the need for a master list of definitions to be maintained by the President's office. The goal is for definitions to be linked from policies directly to the master list kept on the Shared Governance drive. This will prevent the need for definitions to be listed in individual policies/procedures.

Motion:
Dr. Shelby made a motion to return the procedure to the Employee Relations team for further development, Jesse seconded the motion. All members voted in favor and the motion carried.

Motion:
Dr. Shelby made a motion for the President's office to maintain a listing of all definitions on the Shared Governance drive, Dr. Price seconded the motion. All members voted in favor and the motion carried.

Items Requiring Action
Dr. Taylor will review a Master Definitions List with Tina.

V. Vacation/Sick Leave Transfer Policy – Emily Forthman

Council members reviewed the Vacation/Sick Transfer Policy and Procedure. The Policy statement changed to full-time benefit eligible employee. Executive Director of Human Resources added as clear authority. Clarified the intent was for a maximum of 15 days over three years.

Motion:
Darci made a motion to approve the Vacation/Sick Leave Transfer policy with minor grammatical corrections, then send to the President for approval, Kevin seconded the motion. All members voted in favor and the motion carried.

VI. Vacation/Sick Leave Transfer Procedure – Emily Forthman

Council members reviewed the Vacation/Sick Transfer Policy and Procedure.

- Stand-alone procedures need value statement.
- Multi-step procedures should be numbered.
- One-step procedure should be in paragraph form.
- Guidelines help with procedures, while procedures are steps.

Motion:
Rob made a motion to approve the Vacation/Sick Leave Transfer procedure, Ginger seconded the motion. All members voted in favor and the motion carried.

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

Reviewed how members can access the Board Monitoring Reports. Members were reminded that key performance indicators are used to monitor progress. Also, monitoring reports should be written directly to the values found in Board policy. Successes should be included, but challenges should be clearly stated along with resources needed to overcome these challenges. The budget process will then be used to address these needs.

VIII. General Admission Requirements – Mindy Reach

Council members reviewed the General Admission Requirements Policy (8150).

- Should be numbered A31XX based on numbering system in Shared Governance manual.

- Needs a value statement.
- Remove reference to Public Act 86-0954 from policy and leave in Related Laws section.

Motion:
Dr. Teske made a motion to send the policy back to Student Affairs Council for revision, Mike seconded the motion. All members voted in favor and the motion carried.

IX. Shared Governance Evaluation
Members should compile a list of complaints from their teams to share with Dr. Taylor and Jesse. They will be meeting to evaluate the shared governance process.

X. Adjournment
Jesse made a motion to adjourn the meeting at 11:33 am, with a second by Ginger. All members voted in favor and the motion carried.

Next meeting will be rescheduled to November 4 in the Founders Room & via Zoom as the original date of November 3 is the Career Expo Day.