Executive Council Minutes
11.04.2022 1:00 pm
Founders & via Zoom

Meeting Facilitator: Jesse Smith-Fulia

Roll Call:

	Darci Cather (meeting)		Chris Clark (other meeting)	√	Dr. Tim Taylor
√	Tina Dudley	√	Dwayne Fehrenbacher	√	Emily Forthman
√	Ginger Harner	√	Kevin Hunsperger	√	Rob Lucas
√	Connie McGinnis		Karen McGoy-vaction	√	Mike McNally
√	Dr. Ian Nicolaides	√	Dr. Lisa Price		Dr. Kristin Shelby-other meeting
√	Felicia Rouse	√	Jesse Smith-Fulia	√	Mindy Reach
√	Dr. April Teske		Dr. Ryan Thornsberry-off		

I. Call to Order

Jesse called the meeting to order at 1:05 pm.

II. Approve Minutes of October 13, 2022

Ginger made a motion to approve the October 13, 2022 minutes, with a second by Connie. 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
Academic Standards Team	Ruth Smith
Student Academic Assessment Team	Mindy Ashby
Curriculum & Instruction Team	Dr. Kristin Shelby
Recruitment & Enrollment Team	Amanda Hazel (Interim)
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	Rebecca Steinmetz
Business & Finance Team	Brandy Woods/Michelle Williams
Technology Team	Jonathan Van Meter
Facility Team	Lindsay Johnson
Safety & Risk Management Team	Eric Howard/Chris Clark

Public Information & Marketing Update	Kevin Hunsperger
Institutional Effectiveness	Dr. April Teske

Academic Affairs Update (Ginger Harner)
Ginger noted that during the October 20 meeting, feedback related to Shared Governance was shared and she will forward that to Jesse. There was discussion related to the Strategic Plan and the resolution of "why questions". Stakeholders are finally understanding the overall concept/picture of the Shared Governance structure.

Dr. Taylor asked if there was a sense of why there is missing feedback, etc. Ginger noted:

- Potential lack of anonymity
- Meeting too frequently
- Too few people involved (may be purposely not attending)

Student Affairs Update (Mindy Reach)
A meeting is set for November 8 with the Admission Policy on the agenda for discussion. Student Success will be reviewing the Transfer process and another team will be discussing the Financial Aid process.

Diversity, Equity, & Inclusion Update (Rob Lucas)
Rob reported the next meeting is November 10 and the Remote Work policy will be redrafted. Dr. Taylor noted Paul Hernandez will be speaking during the January 9 Spring Convocation.

Items Requiring Action
Tina will forward to members, the two articles shared by Paul Hernandez.

Administrative Services Update (Dwayne Fehrenbacher)
The travel policy will be presented. Dr. Teske had also attended meetings to share the Student Experience visual.

Public Information & Marketing Update (Kevin Hunsperger)
Kevin shared the inventory process of all "swag" (including rebranding) to ensure preparedness for upcoming student/community engagement activities.

Institutional Effectiveness Update (Dr. Teske)
No Update presented, Dr. Teske arrived at 2:30pm.

Executive Council Update (Jesse)
Jesse relayed how impressed he was with the Career Expo on November 3.

IV. Academic Freedom Policy Review – Ginger Harner
Ginger presented the policy for review. Discussion included: pull out course content (since the Board of Trustees does not approve), the overall freedom of

teaching (including those related to socially created areas) and thinking of the overall history of academic freedom and being afforded opportunities.

Dr. Taylor asks what is the value of higher education, coming to a place that is safe while challenging personal assumptions. Rob requested additional discussion due to the "terms" being used to "identify beliefs".

Ginger made a motion to send policy back to the Team to look at from the student's academic freedom perspective (needing some protection). Dr. Nicolaides seconded the motion. All voted in favor and the motion carried.

V. Effectiveness of Shared Governance Structure & Policies – Jesse Smith-Fulia

- *Quorum Issue*
- *Moving on/off Councils/Teams*
- *Reduction in the Number of Councils/Teams Serving On*
- *Chairs & Meeting Informally Each Month*
- *Improving Policy Review/Rewrites*
  - *Cheat Sheet/Examples*
- *Other Areas for Improvement*

A survey had previously been sent to solicit feedback. Thoughts:

- Maybe a personal conversation will draw better results as compared to an impersonal survey.
- Hesitation about "not being heard" as in, concerns are brought up but there is no follow-through.
- Lengthy process to makes changes.
- Perception of professional roadblocks as one moves up the "ladder".
- Varying degrees of how we all consume and process, incoming information and communication.
- The "old" policy manual has not been translated and is still on the website which poses additional confusion as we bounce back and forth in the review/creation of policy.

Overall Discussion included:

- **Quorum issue**: Members to think about reducing to 40-30%+1 so not to be crippled by non-attendance.
- **Moving on/off Councils/Teams**: If passionate about a certain council/team, can an employee choose? Are there those who are complacent enough to not choose anything at all? There are some positions "required" to serve on particular councils/teams.
- **Reduction in the Number of Councils/Teams Serving on**
- **Chairs & Meeting Informally on a Monthly Basis**: Would it be beneficial for an informal meeting of colleagues to collaborate?
- **Improving Policy Review/Rewrites (Cheat Sheet):** An example of a "good" one, with pointers to each section to ensure capture of all pertinent components and use as a template.

Ultimately, Dr. Taylor wants to see the presence of values in each policy statement. This should be communicated to all teams. Dr. Taylor also relayed the buy-in:

- Choice
- Commitment
- Collaboration
- Contribution
- Growth and Unity

VI. Additions to the Agenda

Executive Council Review of Policy - Jesse

Jesse distributed four, Executive Council level current policies. These are to be reviewed by all members prior to the December meeting.

4220 – Committee Structure
4370 – Copying Copyrighted Material
4373 – Administration of Freedom of Information Act
4375 – Ethics Act

Travel Policy – Dwayne

The redrafted Travel policy was presented.

- Bullet points give perception of distrust.
- Create a Credit Card Authorization form.
- Have a guide for per diem.

The suggested edits will be presented to the Business & Finance Team. Overall, this may not need to come back to Executive Council, but rather present directly to Dr. Taylor.

VII. Adjournment

Jesse made a motion to adjourn the meeting at 3:18pm with a second by Mike. All members voted in favor and the motion carried.

Next meeting will be held Thursday, December 1, 2022 at 10am in the Founders Room & via Zoom