Executive Council Minutes
12.01.2022 1:00 pm, Founders & via Zoom

Meeting Facilitator: Jesse Smith-Fulia

Roll Call:

√	Darci Cather		Chris Clark	√	Dr. Tim Taylor
√	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	√	Mindy Reach
	Dr. April Teske	√	Dr. Ryan Thornsberry		

Agenda Items:

I. Call to Order

Jesse called the meeting to order at 10:07 am

II. Approve Minutes of November 4, 2022

Ginger made a motion to approve the minutes with the change of wording from "dashboard" to "visual" within the Administrative Services Council update. Dr. Shelby seconded the motion. All members voted Yea 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	Dr. Darci Cather
Student Affairs Leadership Team	Dr. Lisa Price
Administrative Leadership Team	Chris Clark
Academic Standards Team	Ruth Smith
Student Academic Assessment Team	Mike McNally
Curriculum & Instruction Team	Dr. Kristin Shelby
Recruitment & Enrollment Team	Mindy Reach
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	Becky 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 Updates (Ginger Harner)
Ginger and Teale were out of town at a conference and Dr. Shelby led the meeting, however all policy review was tabled during the absences. Curriculum & Instruction are cleaning up information in the College Catalog. Academic Standards proposed the Academic Calendar for 2024 and 2025.

Student Affairs Updates (Mindy Reach)
Student Affairs has submitted the Admissions policy back to Executive Council for review and the Student Success team has submitted the Transcript policy for review.

Administrative Services Updates (Dwayne Fehrenbacher)
DEI continues work on the remote work policy as well as the Open Educational Resources (OER) statement. Mike McNally is suggesting an art display for African American Month in February. The Administrative Services Council meeting has been rescheduled for December 15. The Technology Team is reviewing the computer usage policy, Facilities Team is reviewing the Fleet Vehicle Lease and Safety Risk Management is updating the inclement weather communication "tree".

Institutional Effectiveness (Dr. April Teske)
No updates reported.

Public Information & Marketing (Kevin Hunsperger)
Facebook ads are getting wrapped up for launch in December, there have been updated ads on television as well as on radio. If there are any suggestions for communication over the holiday break (including Bernie on a Journey), please forward to Kevin.

IV. Transcript Policy Review – Mindy Reach

Changes included:

- Removing the language "it is the policy of the Board of Trustee (BOT).
- Rely on the actual definition by inserting the actual link.
- Strengthen the Value Statement by incorporating the Values indicated on our website.
- Add in "lifelong learning, attain, retain" language as part of the Value Statement.
- Under the "related laws" on the template, put in direct links.

Rob made a motion for the changes discussed to be made, with a second by Mike. All members voted Yea and the motion carried.

V. General Admissions Requirements (8150) – Mindy Reach

Members discussed the following:

- Adding "preference given to District 531" within the policy statement
- Review overall, the value statement, by listing the actual value versus the value statement number.
- How do we apply equity to those who do apply?

DEI Council is to assign definitions to Diversity, Equity and Inclusion.

Darci made a motion to accept the changes as indicated above, with a second by Kevin. All members voted Yea, and the motion carried.

VI. Review of Executive Policies – Jesse Smith-Fulia

Dr. Taylor noted the Council does not have to review policy **4375** (Ethics Act) based on legislation putting mandatory training in place and no longer needing at the "local unit". The recommendation was made to delete. The Council also, does not have to review **4222** (Committee Structure) with the passing of the Shared Governance structure/manual.

4370 (Copying Copyrighted Materials) mostly contains procedures. Member discussion included:

- What does "the right way" need to look like?
- Copyright versus fair use (exemption is written into law).
- Have a checklist used for guidance.
- Procedure to include "how to request", etc.

Jesse made a motion with a second by Kevin to ask Cecilia to speak to this point as well as do research prior to writing any policy.

4373 (Administration of Freedom of Information Act) is straight procedure. Do we need to have an overall policy that simply states "we follow the law"?

Darci made a motion to assign this procedure to Tina, with a second by Mike. All members voted Yea and the motion passed. Darci then made a motion to amend to say the procedure is assigned to the Executive office. Jesse seconded the motion. All members voted Yea and the motion carried.

Policy 4260 (Institutional Research Policy on Survey Use) will be reviewed at our next Council meeting.

VII. Adjournment

Dr. Price made a motion to forego a January meeting and reconvene on February 2, with a second by Dr. Cather. All members voted Yea and the motion carried.

Dr. Price made a motion to adjourn the meeting at 11:30 am with a second by Mike McNally. All members voted Yea and the motion carried.

Next meeting will be held Thursday, February 2, 2023 at 10am in the Founders Room & via Zoom

Must use Zoom Passcode to enter meeting: Shawnee1!

Here is a link to your personal meeting ID
https://shawneecc-edu.zoom.us/j/4032733480

Dial by your location
+1 312 626 6799 US (Chicago)

Meeting ID: 403-273-3480

NOTES

Minutes –

Adjourn