Executive Council Minutes
2.2.2023 10:00 am, Founders & via Zoom

Meeting Facilitator: Jesse Smith-Fulia

Roll Call:

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

I. Call to Order

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

II. Approve Minutes of December 1, 2022

Kevin made a motion to approve the December 1, 2022 minutes as written with a second by Dr. Nicolaides. All members voted in favor and the motion carried.

Guest Presentation - Copyright – Cecilia Knight

Cecilia gave a presentation on copyright versus fair use.

Highlights:

- Any saved information, is copyrighted at the time of creation (as in saving a document on the computer)
- Copyrights are valid for the life of the author, plus 70 years
- If you create something on the job, it becomes the property of the institution – intellectual property created within the workplace context is typically deemed to belong to the employer, not the employee (even though the employee is the creator/inventor of the work)
- Anyone can create a “creative commons” license
- Four Factors to consider: the educational purpose/character of the use of material; the nature of the copyright work; the amount/portion used and will the use of affect the value of the work.
- TEACH Act gives schools broad use of works.
- It is important to get permission from the author. NOT being able to find the author, does not imply permission.
- OER (Open Educational Resources), Open Textbook Library, Oasis, OpenStax, OER Commons – Links are available via the library landing page on the website.

- If using stock photos, the best practice is to also copy/use the disclaimer that may accompany the photo.
- Do not copy a textbook.
- Copyright violations, you will be notified – but it is typically to say stop.
- Act responsibly and refer back to the Four Factors noted earlier.

Items Requiring Action
Establishing copyright guidelines will be assigned to Cabinet.

Request Cecilia post a "short list" of reminders at the copy machines.

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	Carrie Davis & Mandy Palmer
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	Chris Clark
Public Information & Marketing Update	Kevin Hunsperger
Institutional Effectiveness	Dr. April Teske

Academic Affairs – Ginger reported the next meeting will be February 16.

Student Affairs – Mindy reported the next meeting will be February 14.

DEI – Rob reported meeting in January and defining the terms Diversity, Equity and Inclusion. Felicia has been hired as the Executive Director of Human Resources, who is the connection to all team under DEI (Employee Relations, Cultural Awareness, Professional Development)

Administrative Services – Dwayne reported the Technology Team is working on the Computer Usage Policy; Facilities Team is working on the Facility Conditions

Assessment currently underway and engaging an Architect firm; and Business and Finance and Safety Risk have not met.

Jesse sought an update to the two-factor authentication. Dwayne noted IT is working with Ellucian regarding a switch over to using Google/Cloud services and being managed off-site versus in-house.

Public Information & Marketing – Kevin noted the multiple collaborations with others to tidy up and better manage events, branding, marketing, etc.

Institutional Research & Effectiveness – Dr. Teske noted that this is one of the heavy seasons for reporting and collaborating with Sabrina and Gabriel to tighten up internal processes. The public-facing IPEDS data will look differently in the future. Also, they have been refining the internal CROA dashboard and working one on one with those who use it.

IV. Framework/Process for Fundraising Activities – Dr. Taylor

Dr. Taylor expressed the history/need for the form in that we need coordinated planning with consistent standards.

- Update form to include the description of the activity.
- How are deposits made to the group?
- Make the form electronic and fillable.
- Tie the fundraising to the mission.
- Establish a timeline for fundraising requests to be made or at least move toward that direction.
- Address collaborative approval versus what if one approver denies.
- Address multiple asks of the same vendor.
- Overall coordinated effort.
- Involve the Foundation, those who give/donate may expect the tax deduction.
- Advertise all fundraising activities in different ways.

Items Requiring Action

Dr. Price will develop the standard practice/process of fundraising activities by student groups.

Jesse will seek input from Lori, Craig, Anna and Lee as they have coordinated group/student led fundraising activities.

V. Governance Minutes Policy Regarding Tracking Attendance – Mindy Reach

Documenting absences should be done as a simple present or not present. There does not need to be a reason why a member is not present. However, if there is repeated non-attendance, the chair should discuss the concern with leadership.

VI. Substituting an Executive Council Member – Jesse Smith-Fulia

The standard of replacing a member: a member should email Human Resources if there are scheduling conflicts and no member will be replaced due to extended absence from work.

VII. Review of Executive Policies – Jesse Smith-Fulia

Records Retention & Schedule (7610)

Dr. Taylor noted we do not currently have "anchor" policies and we are missing overall responsibility of carrying out the policy. The three areas who should be reviewing are Business/Finance, Student Affairs and Human Resources.

Dr. Shelby made a motion to table the retention policy until other Councils have reviewed it. Dr. Price seconded the motion. All members voted in favor and the motion carried.

Institutional Research (4260)

Dr. Teske noted this Policy is a mixture of both policy and procedure and overall, is consistent with other institutions.

Suggestions:

- Make a stronger value statement and place accordingly within the policy.
- First bullet point be moved to responsibilities/procedures.

Rob made a motion that Dr. Teske reformat 4260, with a second by Jesse. All members voted in favor and the motion carried.

Items Requiring Action

Dr. Teske will reformat/revamp the current policy 4260, noting any suggestions mentioned during the meeting.

VIII. Adjournment

Dr. Cather made a motion to adjourn the meeting at 11:55 am with a second by Dr. Nicolaides. All members voted in favor and the motion carried.

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