Executive Council Minutes
4.6.2023 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 10:02 am.

II. Approve Minutes of February 2, 2023

Kevin made a motion to approve the February 2, 2023 minutes as written with a second by Mindy Reach. 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	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 – Dr. Shelby noted that the Faculty Quality/Tenure Policy was being discussed.

Student Affairs – Mindy reported meeting regarding the credit hour policy (related to the maximum number of credit hours allowed per semester without needing approval). They are reviewing policies from other institutions.

DEI – Rob reported there was no meeting in March, but will be meeting in April to continue discussion on definitions.

Administrative Services – The Facilities Condition Assessment is in full swing, with deferred maintenance projects being identified. A request for proposals for a new Audit Firm is currently open and bids are being sought for epoxy flooring and painting of the of Automotive area.

Public Information & Marketing – Kevin noted the multiple collaborations with others to tidy up and better manage events, branding, marketing, etc. There is a push for Nursing, summer/fall enrollment campaigns, workforce development, the bookstore as well as developing processes and policies. Kevin is interested in an intern, possibly a student ambassador.

Items Requiring Action
Mindy Reach will forward intersession dates to Kevin for marketing purposes.

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. Also, they have been refining the internal CROA dashboard and working one on one with those who use it.

The first Thursdays at Three event in March was successful, with another scheduled April 6.

Dr. Teske is also working on processes, working with Deans regarding program reviews, developing a survey policy and procedure as well as exploring a data governance policy.

IV. Review of the Executive Council Charge - Jesse

The committee charge was reviewed by members. What is our measure of success? Would a monitoring report assist in this measure? Conducting an Employee Satisfaction Survey could elicit some feedback.

Jesse would like the composition of the Council to be balanced. Dr. Taylor would prefer a strong faculty voice. Discussion included removing the Vice Presidents (VPs) however the VPs are pivotal for two key responsibilities: Making recommendations to the President regarding implementation and progress of

major college-wide planning and initiatives; and the development and monitoring over the implementation of the college's strategic plan.

The Council has reviewed a number of policies/procedures, including:

- Exit Interview (Employee Relations)
- Remote Work (DEI Council)
- Disposal of Surplus Equipment (Facilities)
- Expressive Activity & Commercial Solicitation (Facilities)
- Travel (Business & Finance)
- Administrative Withdrawal (Student Affairs)
- Transfer, Promotion, Demotion (Employee Relations)
- Vacation Sick Leave Transfer (Employee Relations)
- Withholding Transcripts (Student Affairs)
- Academic Freedom (Academic Affairs)
- Copying Copyrighted Material (Executive Council)
- General Admission Requirements (Student Affairs)

Items Requiring Action
Dr. Taylor and Jesse will discuss further, the Council composition.

V. Faculty Quality, Model Policy Review – Dr. Taylor

Dr. Taylor walked the members through this policy, including: the value statement, the college's expectation of quality faculty and ending with a directive. The value statement should have "lasting value" in that there should be little to no revision needed.

- The Value Statement – How to achieve the value noted in the policy?
- The Direction
- The Definitions (using standard, best practices) – These may be removed in the future based on the necessity to have.
- Guidelines – Pre-made decisions based on best practices
- Process – Clear Direction

Dr. Taylor states this is shared as a template only, not as a policy to approve and should be used as a model policy by all Councils.

Items Requiring Action
Dr. Taylor will add a watermark to this policy to denote that it is to be used as a guide in writing/formatting future policy and procedure.

VI. Shared Governance Luncheon Feedback – Dr. Taylor

Dr. Taylor shared the feedback received during the luncheon on February 22. There were common themes and Council discussion included:

- Doing a five-minute video for each team of how to facilitate.
- The hand-off of the Chair position (build in a co-chair)

- Communication & restructuring the composition.
- Mapping the Strategic Plan initiatives to the teams.

Items Requiring Action
The ad hoc committee of Karen McGoy (Chair), Becky Hawes, Rob Lucas and Kevin Hunsperger will develop questions for the Council/Team chairs to ask their teams regarding a retreat.

VII. Discussion on Shared Governance Retreat – Jesse/Dr. Taylor
This Agenda Item was absorbed into VI. Shared Governance Luncheon Feedback

VIII. Adjournment
Jesse made a motion to adjourn the meeting at 12:06 pm with a second by Dr. Shelby. All members voted in favor and the motion carried.

Next meeting will be held Thursday, May 4, 2023 10am in the Founders Room & via Zoom

- May Agenda will include the Expectation of Meeting During the Summer