Executive Council Minutes
5.4.2023 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		

Agenda Items:

I. Call to Order

Jesse called the meeting to order at 10:03 am.

II. Approve Minutes of April 6, 2023

Kevin made a motion to approve the minutes as written, with a second by Dr. Cather. 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	Eric Howard
Public Information & Marketing Update	Kevin Hunsperger
Institutional Effectiveness	Dr. April Teske

Academic Affairs: Ginger reported on the Council's April 20 meeting and the approval of 3 sets of minutes and will be discussing the Academic Freedom Policy; SAAT is working through core competency mapping; and C & I is working on co-requisite courses with lab components. The Faculty Quality Model Policy (related to Tenure) has been shared with any Faculty members who were not present at an Academic Affairs Council or Team related meeting.

Student Affairs: Mindy reported on the Council's April 11 meeting and the continued discussion related to the maximum number of credit hours allowed per semester without needing approval. The team has reviewed best practices. The team is also looking into an on-line orientation platform and Kevin will be getting headshots of some employees for this platform. The goal is to roll this out in the Fall.

DEI: Rob noted the Council meeting on April 13 is continuing with refining the term definitions for Diversity, Equity and Inclusion. The College is now a member of the Illinois Community College Diversity Association which will provide access to professional development opportunities.

Administrative Services Council: Jesse reported on behalf of Dwayne who stepped out for a ClearWave/Internet issue. The Technology Team will launch a google platform on June 1 and have training sessions as necessary. The Facilities Assessment is almost complete and the Safety Risk Team will be responding to the expiration of the Gov. Covid order effective May 11. The Business/Finance team is still seeking an audit firm.

Marketing: Kevin noted the need for marketing guidelines and streamlining processes, and has been working with Lindsay and Jonathan on the notification/requests for marketing assistance.

Institutional Effectiveness: Dr. Teske noted the continuance of refining reports on the dashboard. Feedback from front end users is extremely helpful. The Strategic Plan update will show our overall progress. The third Thursdays at Three will be held today.

IV. Review of the Academic Freedom Policy – Ginger Harner

Ginger shared the revised Academic Freedom Policy indicating that student focus was built in without harsh language while offering encouragement.

Member comments included:

- Remove "all", "controversial" as this is a leading term, issues should be presented in a non-biased manner

- Why mention SCEA or segment this into policy? The Board doesn't have to weigh in.

Dr. Taylor added that this policy (used as a framework of protection) could be used to protect the College (i.e., if funding were threatened, etc.) and noted to strengthen the policy for our students. It must be strong.

V. Shared Governance Manual Updates Review – Dr. Taylor

Dr. Taylor noted the Shared Governance Manual is being revised to include:

- Compression of Hybrid Teams
- HLC Criterion
- Direct linkage to the Strategic Plan
- The assignment of policies for creation/review to each Council/Team

Dr. Taylor also provided clarification that Councils will write the policies/processes while Teams will implement. Our policies must be value-driven with focus.

Compressing teams may require more frequent meetings, but the future may potentially see a decrease in the number of meetings for the Councils since their focus is primarily on policy.

Overall thoughts included:

- We should be sending a clear message of "shared governance"
- A strong feeling on the number of teams an employee serves on
- Should be a maximum size (8 may be the ideal number for a work group)
- Composition based on position versus person
- The connection to a certain team based on that employee's function
- More faculty should serve on Curriculum & Instruction
- Is there a method of a standard meeting schedule (since faculty schedules change each term)?
- Explore the "open time" for all meeting times: 7am-9am or 5pm – 7pm
- Attendance at these meetings is essential

VI. Discussion on Shared Governance Retreat – Ad Hoc Committee

Karen McGoy shared the results of the survey regarding a Shared Governance Retreat. Of the 23 respondents, results included:

- 82.6% would like to be a part of a retreat
- 28 respondents would prefer a Wednesday/Thursday, with 69.6% preferring half-day session
- 56.5% would prefer to hold the retreat off-campus, a winery is preferred

Topics included the overall process, communication, facilitating a meeting, diversity training and being inclusive, how is data viewed in order to make decisions, etc.

The Ad Hoc will continue to meet and form a logistics plan of the who/what/where/when and why and report at the next meeting. The Council will then discuss the how and the invitation list.

VII. Meeting Schedule/Summer Term – Jesse

Jesse opened discussion regarding the meeting schedule during the summer term. Thoughts included:

- Due to vacations, the limited timeframes with no student contact, Zoom and the lack of true participation, that meetings be postponed during the Summer.
- Dr. Taylor directed the Vice Presidents (VP) and Executive Directors (EDs) to decide their own summer schedule.
- Academic Affairs Teams will be meeting over the Summer and including preparation for Convocation in August.

Jesse and Dr. Taylor will be meeting this afternoon (May 4) to discuss:

- Do we still hold the meeting on the first Thursday?
- Overall composition of the Executive Council.

VIII. Adjournment

Jesse made a motion to adjourn the meeting at 11:31am with a second by Ginger. All members voted in favor and the motion carried.

Next meeting will be held Thursday, June 1, 2023, 10am in the Founders Room & via Zoom

NOTES

Minutes –

Adjourn