Executive Council Minutes
11.30.2023 10:00 am, Founders & via Zoom

Meeting Facilitators: Ginger Harner (Chair), Sheryl Ribbing (Co-Chair)
Roll Call:

√	Dr. Darci Cather		
√	Chris Clark		
√	Jeff McGoy		***Co-Chairs – As invited***
	Lorena Hines		Blake Goforth (Academic Affairs)
	Mindy Ashby	√	Keyarra Blissett (Student Affairs)
√	Lindsay Johnson		Dwayne Fehrenbacher (Admin Svcs)
	Jennifer Watkins		Kayla Sauerbrunn (DEIB)
√	Rob Lucas		
√	Jesse Smith-Fulia		
	Lee Van Alstine		***Ad Hoc – As invited***
√	Sheryl Ribbing		*Felicia Rouse*
√	Ginger Harner	√	*Dr. April Teske*
√	Becky Hawes		*Dr. Kristin Shelby*
√	Tina Dudley		*Kevin Hunsperger*
√	Dr. Tim Taylor, Advisory		*Mike McNally*

I. Call to Order
Ginger called the meeting to order at 10:08am.

II. Approve Minutes of October 26, 2023
Rob made a motion to approve the minutes of October 26, 2023 as written, with a second by Lindsay. All members voted in favor and the motion carried.

III. Additions to the Agenda
The Institutional Effectiveness Procedural Manual was added to the agenda.

IV. Council/Team Updates

Councils	Chair/Co-Chair
Academic Affairs Council	**Lorena Hines/Blake Goforth**
Academic Leadership Team	Dr. Darci Cather
Academic Standards Team	Mandy Hannan
Student Academic Assessment Team	Mike McNally
Curriculum & Instruction Team	Dr. Kristin Shelby
Student Affairs Council	**Mindy Ashby/Keyarra Blissett**
Student Affairs Leadership Team	Jeff McGoy
Recruitment & Enrollment Team	Carrie Davis & Mandy Palmer
Student Experience Team	Danielle Boyd & Teale Betts
DEIB Council	**Jennifer Watkins/Kayla Sauerbrunn**

Cultural Awareness Team	Mindy Ashby
Employee Relations Team	Rebecca Steinmetz
Administrative Services Council	**Lindsay Johnson/Dwayne Fehrenbacher**
Administrative Services Leadership Team	Chris Clark
Business & Finance Team	Brandy Woods
Facilities Management Team	Dwayne Fehrenbacher

Student Affairs Council Update (Keyarra): December 12 is the next meeting and discussion continues with the State of Excellence policy.

DEIB Council Update (Rob): The Animals on Campus policy is still being discussed due to questions. Update: New Chair for DEIB is Jennifer Watkins with Co-Chair by Kayla Sauerbrunn.

Academic Affairs Council Update (Dr. Cather): Teams are working through the Faculty Quality, Culture of Learning, and Faculty Handbook. All feedback is being considered and incorporated as necessary into existing policy, day to day operations, evaluation/assessment and the grading policy.

Administrative Services Council (Lindsay): Due to the November 20 meeting having no quorum there was no business discussed. The next Council meeting is scheduled for December 18.

V. Numbering System (DEIB Council) – Dr. Taylor

The DEIB Council requests that gaps be considered within the numbering system noted in the Policy Status documents.

Rob made a motion to modify the numbering system with a second by Dr. Cather. All members voted in favor and the motion carried. Becky Hawes will communicate the numbering system as needed.

Items Requiring Action:

Becky will communicate the numbering system to Councils as needed.

VI. Executive Council Policy Status List – Dr. Taylor

In confirming the Executive Council's Policy Status listing:

- Kevin is currently developing the Public Information & Marketing policy statements and procedures.
- Advancement is mostly Saints Foundation related.

Dr. Taylor sought feedback regarding the Council's comfortability with this structure. Additionally, the thought is the Council will review policy on a five-year cycle as we reference the best practices which drive the "living documents" within the context of our procedures.

Academic Affairs will be presenting Culture of Learning for review at the next meeting.

Dr. Cather made a motion to continue on the current path with development, with a second by Sheryl. All members voted in favor and the motion carried.

Members chose A1200 Professional Behavior and an ad hoc committee of Rob, Sheryl, Ginger and Becky will meet to brainstorm on ideas for the policy.

Items Requiring Action:
Tina will schedule a brainstorming meeting with Sheryl, Rob, Ginger, Becky and Dr. Taylor. UPDATE: This meeting was held on December 18 and updates will be shared accordingly.

Tina will add Culture of Learning review to the next Council meeting agenda.

VII. Institutional Effectiveness Procedures Manual – Dr. Teske

Dr. Teske was in attendance to share the Institutional Effectiveness Procedures Manual (Draft). The manual contains links and highlighted areas that will be filled in at a later time upon approval of relating material and content. During the introduction, if there is a missing reporting element, please relay that to Dr. Teske

This manual sets the precedent. As procedures are brought to Executive Council, the role of members is to review and put the procedures into practice as applicable. This should be reviewed in a systematic nature within each "group" with eventual inclusion into the Administrative Procedures Manual and posting to the website.

Items Requiring Action:
All Councils will review the Institutional Effectiveness (IE) Procedures Manual (A1300.03, A1300.06 and A1300.07) and provide feedback to Dr. Teske by January 25, 2024.

Tina will forward the IE Procedures manual to all Council Chairs and Vice Presidents for their use in reviewing with their respective Councils.

VIII. Adjournment

Dr. Cather made a motion to adjourn at 11:21am with a second by Jesse. All members voted in favor and the motion carried.

Next meeting will be held January 25, 2024, 10am in the Founders Room & via Zoom