*Executive Council Minutes*

*03.28.2024 10:00 am, Founders & via Zoom*

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

**Roll Call:**

|  |  |  |  |
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| √ | Dr. April Teske |  |  |
| √ | Chris Clark |  | ***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) |
| √ | Jeff McGoy |  |  |
| √ | Jesse Smith-Fulia |  |  |
|  | Lee Van Alstine |  | ***Ad Hoc – As invited*** |
| √ | Sheryl Ribbing, Co-Chair (10:15) |  | *Felicia Rouse* |
| √ | Ginger Harner, Chair |  | *Sabrina Black* |
|  | Becky Hawes |  | *Dr. Kristin Shelby* |
| √ | Tina Dudley |  | *Kevin Hunsperger* |
|  | Dr. Tim Taylor, Advisory |  | *Mike McNally* |

1. **Call to Order**

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

1. **Approve Minutes of February 29, 2024**

Jeff made a motion to approve the minutes of February 29, 2024 as written with a second by Lindsay. All members voted in favor and the motion carried.

1. **Additions to the Agenda**

There were no additions to the agenda.

1. **Council/Team Updates**

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| --- | --- |
| **Councils** | **Chair/Co-Chair** |
| **Academic Affairs Council** | **Lorena Hines/Blake Goforth** |
| Academic Leadership Team | Dr. April Teske |
| 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 |

**Academic Affairs Council Updates – Dr. Teske**

The Council, SAAT, C&I and Academic Standards teams have been working diligently and the last few policies have been submitted for review. Councils will be developing procedures to support the policies while Teams will be working on strategic plan initiatives.

**Student Affairs Council Updates – Mindy & Jeff**

The following policies will undergo further review and be submitted as a group: Pursuit of Excellence in Financial Aid Practices (A3200); Pursuit of Excellence in Admissions & Records Practices (A3000); Culture of Exceptional Student Experiences & Engagement (A3400); and Pursuit of Excellence in Recruiting & Enrollment Services (A3300)

**DEIB Council Updates – Jennifer Watkins**

The Council has been working on the Culture of Fair Treatment Policy, HLC Assurance narrative, and Animals on Campus policy. The Council feels that the Animals on Campus policy should fall under the Culture of Safety and Personal Wellness (A4900).

**Administrative Services Council Updates – Lindsay Johnson**

The Council and Teams have brought forth A5000, A6000 and A7000 for review. The Teams are working in conjunction with the Council to develop procedures because of the specificity of all tasks that fall within the Business Office and Facilities units.

1. **~~Pursuit of Excellence (Admissions & Records A3000) and (Recruiting & Enrollment A3200) – Student Affairs Council~~** *Pulled via Student Affairs Request*

1. **Administrative Services Council**
2. **Financial Excellence (A5000)**

Jeff made a motion to approve the Financial Excellence Policy (A5000) with minor edits to have consistent language within the header and the addition of reference to business and industry standards outside of accepted accounting principles. Dr. Teske seconded the motion. All members voted in favor and the motion carried.

1. **Information Technology (A6000)**

Lindsay made a motion to approve the Information Technology Policy (A6000) with minor edits to have consistent language within the header and switching value statement placement within the first two paragraphs. Sheryl seconded the motion. All members voted in favor and the motion carried.

1. **College Facility (A7000)**

Lindsay made a motion to approve the College Facility Policy (A7000) with minor edits to have consistent language within the header and eliminating a sentence and shorten to “college values”. Jeff seconded the motion. All members voted in favor and the motion carried.

**Items Requiring Action**

Lindsay will make the suggested, minor edits, review with Administrative Services Council and forward to the President’s office for further review.

1. **Academic Affairs Council**
2. **Instructional Excellence (A2400)**

April made a motion to approve the Instructional Excellence Policy (A2400) with minor edits that included removal of the word “that”, maintain consistency in capitalization and spelling out of titles. Lindsay seconded the motion. All members voted in favor and the motion carried.

1. **Class Cancellation (A2400.11)**

April made a motion to approve the Class Cancellation Policy (A2400.11) with minor edit to include consistent spelling of cancellation and to maintain this policy as a stand-alone policy and not combine with A2400.10. Lindsay seconded the motion. All members voted in favor and the motion carried.

1. **Faculty Qualifications Procedures (A2300.05)**

April made a motion to approve the Faculty Qualifications Procedures (A2300.05) with the edit to include definitions. Jeff seconded the motion. All members voted in favor and motion carried.

*NOTE: Feedback received upon further review included several additional edits. This will be held until the April 25 Executive Council Meeting.*

1. **Articulation (A2100.55)**

April made a motion to send the Articulation Procedure (A2100.55) to the Student Affairs Council for review. Jeff seconded the motion. All members voted in favor and the motion carried.

Additionally, Jesse suggested including an example within the procedure. Jeff will also review the current Registrar job description and clarify responsibilities associated with Registrar versus Transfer Coordinator.

1. **Schedule Building Guidelines & Procedures (A2400.10)**

April made a motion to approve the Schedule Building Guidelines & Procedures (A2400.10) with the following edits: this will remain a standalone procedure; the title will update to Course Schedule Development; add the HLC criterion of 5C; make minor edits to sentence order/structure for consistency & correct typographical errors; and solicit a virtual vote to members of the Academic Affairs Council. Jeff seconded the motion. All members voted in favor and the motion carried.

1. **DEIB Council**
2. **Culture of Fair Treatment (A4700)**

April made a motion to send the Culture of Fair Treatment policy back to DEIB Council with the potential of combining with the Culture of Equity and Support (A4500). Lindsay seconded the motion. All members voted in favor and the motion carried.

1. **Animals on Campus Policy (4900.35)**

Jennifer made a motion to bring this policy forth for approval, submitting for legal review. The motion also included further review to see if this policy fits under the Culture of Safety & Wellness (A4900). Jeff seconded the motion. All members voted in favor and the motion carried.

**Items Requiring Action**

Tina will submit the Animals on Campus Policy (A4900.35) to legal for review.

1. **Executive Council Review of Criterion UPDATES – Ginger**
* 1.A.-all subcomponents
* 1.B.-all subcomponents

The Council reviewed the shared google sheet, crosswalk, matrix and referenced the 2018 submission.

* 2.A.-all subcomponents (Dr. Taylor)
* 2.C.-all subcomponents (Dr. Taylor)

Dr. Taylor will be meeting with staff to complete.

* 2.E.1. and 2. E. 2.

Ginger will reach out to Rob Lucas and Amber Filbeck, with notification to Alicia Farris, for assistance in these two criteria.

* 5.A.-all subcomponents (IE)

Ginger encouraged all council members to get back into the document to review further.

**Item Requiring Action:**

Ginger will email Rob, Alicia and Amber regarding 2. E. 1. and 2. E. 2.

1. **Approved Policies – Ginger/Dr. Taylor**

Ginger shared the following on behalf of Dr. Taylor:

* Approved policy and procedure will be posted on the website. Please note the change logs since those will indicate date of adoption, etc.
* Procedures based on the strategic plan strengthens the logic behind the processes.
* Policy and procedure submitted early may be in a holding pattern until further review, which may include legal review, i.e., Intellectual Property.
1. **Shared Governance Structural Changes FY25 – Ginger/Dr. Taylor**

Ginger shared the following on behalf of Dr. Taylor:

* Time to think about any changes to the Shared Governance Manual, including composition, meeting times, etc.
* The update to the manual is slated to go to the Board of Trustees in June 2024.
* Upcoming policy to review includes Academic Freedom (which is currently available) versus first amendment rights. The Council should be seeking guidance.
1. **Adjournment**

Jesse made a motion to adjourn at 12:05pm with a second by Sheryl. All members voted in favor and the motion carried. Sheryl will be chairing the next meeting scheduled for April 25, 2024 @10am in the Founders Room & via Zoom.

**Policies/Procedures Approved by Executive Council, onto Dr. Taylor**

* A2400 Instructional Excellence
* A2400.10 Course Schedule Development Procedures
* A2400.11 Class Cancellation Procedures
* A5000 Financial Excellence
* A6000 Data Quality
* A7000 Facility Asset Quality