Executive Council Minutes
04.25.2024 10:00 am, Founders & via Zoom

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

√	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		*Felicia Rouse*
	Ginger Harner, Chair		*Sabrina Black*
√	Becky Hawes		*Dr. Kristin Shelby*
√	Tina Dudley		*Kevin Hunsperger*
√	Dr. Tim Taylor, Advisory		*Mike McNally*

I. Call to Order
Sheryl called the meeting to order at 10:04 am.

II. Approve Minutes of March 28, 2024
Mindy made a motion to approve the minutes with the correction of punctuation. Lindsay seconded the motion. All members voted in favor and the motion carried.

III. Additions to the Agenda
There were no additions to the agenda.

IV. Council/Team Updates

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 – Blake Goforth
Blake reported that the Faculty Qualification procedure (A2300.05) was approved, is an Agenda Item. A2100.35 has been forwarded to the Curriculum & Instruction Team for review. The Council will be reviewing A2000.05 Academic Integrity/Honesty and has received some preliminary information from Mike McNally.

Student Affairs – Mindy Ashby
Mindy reported that Student Affairs has been completing the HLC Criterion work assigned to them and the four "pursuits" are an Agenda Item slated for review and approval.

Administrative Council – Lindsay Johnson
Lindsay reported the Business & Finance Team worked on their assigned HLC Criterion as well as updating the Travel Procedure. The Facilities Team has formed a subcommittee to review AI. This subcommittee includes Jesse Smith-Fulia, Dwayne and the entire IT Team. Mindy Ashby requested that Amber Filbeck be included on this committee. IT has also added a form to mySCC for employee requests for IT Equipment. The Administrative Services Council will be distributing a google document for the May 3 campus-wide clean up day.

Dr. Teske noted that Faculty should be requesting from their Dean, any equipment needs. This also aids in any budget planning.

Item Requiring Action:
Tina will request that Dwayne add Amber to the AI Subcommittee.

DEIB – Jennifer Watkins
Jennifer reported their May 2 meeting will include review of Culture of Equity & Support (A4500), Culture of Fair Treatment (4700) and Culture of Safety & Personal Wellness (A4900).

V. Academic Affairs Council

A. Faculty Qualifications (A2300.05)
Dr. Teske shared the edits to the procedure which included:

- Adding definitions (as taken in part from the ICCB/MIS manual
- Tightening up of items
- Review from Human Resources

Mindy Ashby made a motion to approve the procedure with a second by Becky. All members voted in favor and the motion carried.

Item Requiring Action:
Tina will be submitting this to Dr. Taylor for final approval and preparation for notification to the Trustees during the May 16, 2024 Board Meeting.

B. Articulation (A2100.55)
Dr. Teske noted this procedure was vetted through Student Affairs and reviewed by Human Resources related to job title/functions.

Lindsay made a motion to approve the procedure with a second by Dr. Teske. All members voted in favor and the motion carried.

Item Requiring Action:
Tina will be submitting this to Dr. Taylor for final approval and preparation for notification to the Trustees during the May 16, 2024 Board Meeting.

VI. Student Affairs Council

A. Pursuit of Excellence in Admissions & Records Practices (A3100)
This policy (which did not previously exist) was reviewed with input that included:

- Procedural versus policy statements
- Consider best practice standards and integrity
- Add standards to the Policy title box, as related standards
- Include transparency and accurate/timely conversation with students

Mindy made a motion with a second by Sheryl to return this policy for further discussion. All members voted in favor and the motion carried.

B. Pursuit of Excellence in Financial Aid Services (A3200)
This policy was reviewed with input that included:

- All policy should be directed to the Senior Leader/Vice President.
- Include best practice/industry standard citations.
- Ensure that the values of accuracy, confidentiality and timeliness are referenced.

Mindy made a motion with a second by Becky to return this policy for further discussion. All members voted in favor and the motion carried.

C. Pursuit of Excellence in Recruiting & Enrollment Services (A3300)
This policy was reviewed with input that included:

- Including related standards from national organizations.
- Use of another adjective other than “high-pressure”.
- Update of number sequence.

Mindy made a motion with a second by Dr. Teske to return this policy for further discussion. All members voted in favor and the motion carried.

D. Culture of Exceptional Student Experiences and Engagement (A3400)
This policy was reviewed. Suggestion included a revamp of one sentence. Also, ensure the font is the same throughout.

Dr. Teske made a motion to accept the policy with a second by Lindsay. All members voted in favor and the motion carried.

Item Requiring Action:
Tina will be submitting this to Dr. Taylor for final approval and preparation for notification to the Trustees during the May 16, 2024 Board Meeting.

VII. DEIB Council

~~A. Culture of Equity & Support (A4500)~~
B. Culture of Fair Treatment (A4700)
~~C. Culture of Safety & Personal Wellness (A4900)~~

Discussion included:

- Clarification of the combining policies noted.
- Clarity as to which were standalone polices.
- Legality surrounding the Title IX policy versus grievance procedures.
- Fair and/or equity support.

The DEIB Council will be discussing these during their May meeitng.

VIII. Executive Council Review of Criterion UPDATES – Ginger

- 1.A.-all subcomponents
- 1.B.-all subcomponents
- 2.A.-all subcomponents (Dr. Taylor)
- 2.C.-all subcomponents (Dr. Taylor)
- 2.E.1.
- 2.E.2.
- 5.A.-all subcomponents (IE)

The Council reviewed the status of assigned subcomponents. Ginger will complete a final review before submission to the HLC Steering committee.

Dr. Taylor noted a potential podcast related to HLC. Also of importance stemming from the HLC Conference is that the criterion are being reduces from 5 to 4 criterion and subcomponents will be eliminated.

IX. Adjournment

Mindy Ashby made a motion to adjourn the meeting at 11:07 am. Lindsay seconded the motion. All members voted in favor and the motion carried.

Next meeting will be held May 23, 2024 @10am in the Founders Room & via Zoom