Executive Council Minutes
08.22.2024 10:00 am, Founders & via Zoom

Meeting Facilitators: Ginger Harner (Co-Chair), Sheryl Ribbing (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
Ginger called the meeting to order at 10:01am.

II. Approve Minutes of July 25, 2024
Jeff made a motion to approve the July 25, 2024 minutes as written. Mindy 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 (Provided via Blurb upon Call Out)

Councils	Chair/Co-Chair
Academic Affairs Council	**Blake Goforth/Lorena Hines**
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	**Kayla Sauerbrunn/Felicia Rouse**
Cultural & Community Engagement Team	Mindy Ashby
Employee Relations Team	Dr. April Dollins
Administrative Services Council	**Ginger Harner/Dwayne Fehrenbacher**
Administrative Services Leadership Team	Chris Clark
Business & Finance Team	Brandy Woods
Facilities Management Team	Dwayne Fehrenbacher

Academic Affairs Update

Blake reported the Academic Standards and Curriculum & Instruction teams will be meeting in September. SAAT will be hosting Assessment Day on September 3, noting that two academic core competencies are taking a year off in order to review data and plan curriculum improvements. Faculty are working on the AI Operating Standard (as well as the Academic Integrity operating standard) and this will soon be sent to Academic Affairs Council. Dr. Teske also added that teams are working on the Spring schedule; beginning early review of the College Catalog; reviewing strategic planning calendar; and Faculty evaluations. Also, intercession classes are "on the books"

Dr. Dane Muckler will be presenting on the Operating Standard listed on today's agenda.

Student Affairs Update

Mindy reported the Recruitment & Enrollment team, although not currently working on developing or revising any formal policies, is focusing on social media recruitment pushes and strategizing new ideas for targeted campaigns. Also, all community recruitment literature is being updated in the hope to better engage with the community and prospective students.

The Student Experience Team is reviewing the First-Year Experience (FYE) course, aiming to enhance the onboarding process and over student experience. The team did revisit the three previously presented pursuits and will use these as a model for future policy development, ensuring alignment with current student needs and institutional goals.

DEIB Update

Felicia reported the Council has been meeting via electronic means and submitted a policy for review. There will be two additional policies submitted by the September meeting.

Administrative Services Update

Chris reported there are several policies and one operating standard on the agenda for review.

V. Administrative Services Council

A. A5300 Auxiliary Services Policy

Discussion included the use of another term (other than auxiliary) that describes the inclusiveness of Bookstore, Bursar, Security - basically those areas in Administrative Services that have a "transaction" behind them and outlining what this policy refers to. Dr. Taylor will be working with Chris to clarify this policy.

B. A5400 Risk Management Policy

Dr. Taylor will work with Chris to craft this policy to have a more organized focus and provide for consistent formatting.

Chris made a motion with a second by Jesse to accept the content of this policy. All members voted in favor and the motion carried.

C. A7100 Renovation & Construction Policy

Dr. Taylor will work with Chris to strengthen the connection of how the Facilities can support students as well as craft the policy to have a more organized focus.

Chris made a motion with a second by Lorena to accept the content of this policy. All members voted in favor and the motion carried.

D. A7200 Operations, Maintenance & Repair

Consider changing the title to Facility Stewardship. Dr. Taylor will work with Chris to craft the policy to have a more organized focus.

Chris made a motion with a second by Jeff to accept the content of this policy. All members voted in favor and the motion carried.

E. A5500.10 Travel on College Business Operating Standard (OS)

Consider changing the title to "Travel" and linking the forms (Request for Attendance at Conference, etc). This operating standard will need reviewed by Legal. Consider how this protects the student/employee if this is the OS where the topic fits.

Chris made a motion with a second by Jesse to accept the content of this policy. All members voted in favor and the motion carried.

VI. Academic Affairs Council

A. A2100.70 Competency-Based Education Operating Standard (OS)

Dr. Muckler presented on the OS. Comments are noted:

- Frame/Shape/Content to meet HLC
- Reformat/Organization of this to match the consistency/style of the IE Operating Standards
- Choice of -- time based versus mastery approach and the conversion to credits
- Use of shall versus will
- Use of consistent definitions related to WIDS
- Use/Review of Quality Matters Rubrics
- Numbering - A2100.70 - does this need to be its own based on the growth that will fall beneath?

Dr. Taylor will meet with Dr. Teske to discuss the points noted.

VII. Student Affairs Council

There were no new Policies or Operating Standards submitted for review.

VIII. DEIB Council

A. A4900 Culture of Safety & Personal Wellness

Discussion included the clarity of the title and use of the word "culture"; the phrasing of "averting accidents" to potentially change to "averting harm" and discussion on where this policy would truly fall as it was originally developed based on the urgency of an Animals on Campus policy.

Dr. Taylor will work with Felicia to craft an organized focus.

IX. Executive Council – Dr. Taylor

A. Consistent Formatting/Stylistic Approach

Dr. Taylor spoke on the following points as will be developing an "Operating Standard" for the Operating Standard itself. This guidance is hoped to ensure consistent style for the Administrative Policy Manual.

- Overall Structure/Style (first paragraph to identify the values
- Use of Bullets
- Use of the word "will"
- Titles (Vice President versus CAO/CSSO/CFO)

X. Shared Governance Manual Updates (Sent Separately August 5, 2024)

Tina shared the revised Shared Governance manual. The change log is noted below. This will be shared with Board of Trustees at the September 19 meeting.

Change/Update Log	
8/22/2024	Updated Composition(s); Title Changes; Additional Membership
	Updated Meeting Times for RET and BFT
	Updated FY24 Priorities to FY25 Priorities (Strategic Plan Goals)
	Clarified Collaborative Efforts Between Councils
	Clarified & Included Collaborative Efforts Between Councils and Executive Directors
	The term Procedure changed to Operational Standard
	Updated Change Log Template
	Changed the Name of the Cultural Awareness Team

XI. Adjournment

Sheryl made a motion to adjourn at 12:28pm. Lorena seconded the motion. All members voted in favor and the motion carried.

Next meeting will be held September 26, 2024 @10am in the Founders Room & via Zoom