Executive Council Minutes
September 26, 2024 @10:00 am
Founders and via Zoom

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

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

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

II. Approve Minutes of August 22, 2024
Dr. Teske made a motion to approve the minutes of August 22, 2024 as written with a second by Becky. 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

Governance Committee Updates:

Academic Affairs
ALT is finalizing the Spring schedule with Student Affairs and beginning the process of faculty/staff evaluations as well as developing a three-year capital equipment list. AST is working the 2026-27 Academic Calendar. SAAT is updated the Academic Assessment Plan and associated operating standard. C&I team approved a first-year experience (FYE) course, EKG courses and certificate as well as a Patient Care Technician certificate. C&I are also working on old course clean up and catalog changes.

Student Affairs
SAC is looking into the SAP Appeal policy, first year experience (FYE) class and an admissions & records policy.

DEIB
The Cultural/Community Engagement Team are looking into ways to be more present in the Extension Centers and Community. The ERT is further developing the employee recognition process. The Faculty Union discussed faculty representation on this Council and other DEIB related teams.

Administrative Services
The BFT developed a travel operating standard which included per diem. Facilities Team have identified areas for the HCCTP program to help develop and brought forth a facility usage operating standard for review.

V. Administrative Services Council

A. A7300.00 Facility Usage Operating Standard (OS)
An intention of this OS is to revisit on an annual basis to adjust any fees, etc. Also, the expressive activity information previously provided by Dr. Taylor will be included in the next update.

Chris made a motion to accept the A7300.00 OS as presented with minor grammatical revisions. Blake seconded the motion. All members voted in favor and the motion carried.

VI. Academic Affairs Council

A. A2000.05 Academic Integrity/Honesty Operating Standard

Blake made a motion to approve the A2000.05 OS with revisions noted below. Chris seconded the motion. All members voted in favor and the motion carried.

Dr. Taylor asked for consideration to:

- Eliminating plagiarism from the title – update to "Academic Honesty".
- Conversation on the "why" statement, reform how faculty approach (use as a thought partner".
- Research "creating original through" philosophy, allowing creativity to emerge.

Other additions include incorporation into the student grievance procedures and potential modifications once we develop/identify institutional AI applications.

B. A2100.60 Academic Program Review

Blake made a motion to approve the A2100.60 OS with revisions noted below. Felicia seconded the motion. All members voted in favor and the motion carried.

Dr. Taylor suggested:

- Definitions (program versus discipline).
- Changing the title.
- Linking Resources versus updating the physical narrative with each change.

C. A2100.70 Competency Based Education Operating Standard (2nd Read)

Dr. Teske made a motion to approve the A2100.70 OS with revisions noted below. Blake seconded the motion. All members voted in favor and the motion carried.

Dr. Taylor added:

- Flushing from students, what is valuable – including value from their perspective.

D. A2300.25 Faculty Handbook Development Operating Standard

Blake made a motion to approve the A2300.25 OS with revisions noted below. Felicia seconded the motion. All members voted in favor and the motion carried.

Dr. Taylor added:

- Provide in HTML format, linking on website.
- Any adjustments would be transparent and immediate (when linked from the website.

E. Definition of Faculty Operating Standard (1st Read)

Dr. Taylor will collaborate with Human Resources regarding the definition of trainer versus faculty. This OS will remain with Academic Affairs.

VII. Student Affairs Council

There were no policies or operating standards submitted for review.

VIII. DEIB Council

A. A4500 Culture of Equity and Respect

Chris made a motion to approve the A4500 Policy with minor revisions to grammar and formatting as noted below. Becky seconded the motion. All members voted in favor and the motion carried.

Dr. Taylor suggests:

- Defining values up front, use AI for bullet-style value listing
- Title change, the word “respect” to “support”

B. A4600 Culture of Confidentiality and Discretion

Sheryl made a motion to approve A4600 Policy with a minor edit as noted below. Blake seconded the motion. All members voted in favor and the motion carried.

Suggested edit:

- Title change

C. **A4900 Culture of Safety and Personal Wellness**

Sheryl made a motion to reorganize the A4900 Culture of Safety and Personal Wellness policy to the Executive Council. Felicia seconded the motion. All members voted in favor and the motion carried.

Dr. Taylor and Becky will meet regarding A4900 and assign the development as appropriate based on best practices as these items (listed on the numbered policy status spreadsheet, including: smoke & tobacco free campus, animals on campus, bloodborne pathogens-to name a few) do not all fall under Human Resources.

IX. Shared Governance Manual

The Shared Governance Manual was revised, accepted by the Board of Trustees at the September 19 meeting and is posted accordingly on the website and shared board policy and operating standards drive.

X. Adjournment

Becky made a motion to adjourn at 11:36am with a second by Sheryl. All members voted in favor and the motion carried.

Our next meeting is scheduled for October 24, 2024.

Our November meeting is scheduled for November 28, 2024 which is Thanksgiving. Alternative dates will be discussed.