Executive Council - Minutes
10.24.2024 10:00 am
Founders & via Zoom

Meeting Facilitators: Sheryl Ribbing (Chair) & Ginger Harner (Co-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 10:02 am.

II. Approve Minutes of September 26, 2024

Becky made a motion to approve the minutes as presented. 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

UPDATES:

Administrative Services:
Ginger provided an update of activities that includes the following.

- Business/Finance Team are reviewing the online requisition process and overall Operating Standards (OS) for bidding/purchasing/new vendor setup, etc.
- Facility Team are reviewing A5500.15, Use of College Vehicle OS and including Expressive Activity information into A7300 Facility Usage policy.

Student Affairs:
Mindy provided an update of activities that include the following.

- Discussion of the SAP appeal policy is being considered more of an OS and fall under A3200 Pursuit of Excellence in Financial Aid policy. Also, the term "incident" being replaced with "event" for a more accurate representation.
- First Year Experience (FYE) course has been approved by ICCB. The class will be piloted and involve the Ambassadors.
- A3100 Admissions & Records Practice has been tabled.

Academic Affairs:
Blake provided an update of activities that include the following:

- Council reviewed the B1003 Transfer Programming Monitoring Report as well as A2100.20 Course Development OS.
- Council is working on an AI in the Learning Environment OS.
- SAAT has updated a portion of the Assessment plan and discussed the creation of an annual review document to assist in analyzing the core competency data.
- A new course was approved, HLT 0200-Communication for Healthcare Professionals and took action to inactivate several courses that had not been offered in the last five years.

DEIB:
The Council has presented two policies for review.

V. Administrative Services Council
No policies or OS were brought for review.

VI. Academic Affairs Council
No policies or OS were brought for review.

VII. Student Affairs Council
No policies or OS were brought for review.

VIII. DEIB Council
A. A4000 Culture of Professionalism and Inclusion Policy

First read, minor edits to the template, change log and consistency in the use of "College" versus Shawnee Community College will be addressed prior to posting.

Dr. Teske made a motion to approve the content of A4000 with a second from Sheryl. All members voted in favor and the motion carried.

B. A4100 Pursuit of Excellence in Employment Practices

First read, minor edits to the template, change log and consistency in the use of "College" versus Shawnee Community College will be addressed prior to posting.

- Remove #2, #3 and use as a base for developing an OS.
- The College is implementing, changed to the College "will", resulting in removal of "-ing" from each numbered statement.

Dr. Teske made a motion to approve the content of A4100 with a second from Jesse. All members voted in favor and the motion carried.

IX. Executive Council

Members discussed the overall progress of policy and OS development across all Councils.

X. Adjournment

Mindy made a motion to adjourn at 11:14 a.m. with a second by Felicia. All members voted in favor and the motion carried.

Meeting scheduled for November 28 is rescheduled due to the Thanksgiving holiday. The next meeting is slated for December 5, 2024 at 10:00 a.m., in the Founders Room and via Zoom. The December 26, meeting is canceled due to the Christmas holiday.