Executive Council - Minutes
12.05.24 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 10:07 am.

II. Approve Minutes of October 24, 2024

Ginger made a motion to approve the minutes as presented. Becky 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 met on November 19. The Operating Standards (OS) discussed will be presented to staff (for review) who are the front-line users in order to gather more relevant input.
- Facility Team discussed fleet procurement, disc golf course need, and the library construction.
- Administrative Services Leadership Team discussed the FY Audit results, prepping for FY26 budget development and is further organizing the GFOA presentation submission.

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

- Dr. Taylor attended the Student Affairs Leadership Team (SALT) on November 18 to further Student Affairs Council discussed updates/revisions to the First Year Experience (FYE) course curricula.
- Upcoming Projects include: OS for Athletic Scholarships; A3100.05 considering its removal and revision to the Residency OS (updates are required based on the ICCB 5-year audit).

Academic Affairs:
Dr. Teske provided an update of activities that include the following.

- SAAT will be submitting an OS to the Council in January.
- Academic Affairs is cleaning up and working on AI in the learning environment (waiting on Faculty feedback); curriculum development; and course development.
- Academic Leadership Team is clarifying the Faculty Evaluation information.
- Academic Standards Team is reviewing and editing the Academic Year Calendar.
- Curriculum & Instruction is creating new occupational coursework for certificates (EKG, Patient Tech) as well as Sports Psychology and 4 different health screening pathways.

DEIB:
The Council has presented one policy for review.

V. Administrative Services Council

A. A7300.20 Expressive Activity Operating Standard

Discussion included clean-up based on overall consistency with OS as well as organizational edits that will include linkage to Facility Usage Policy (making language adjacent to other OS).

Also, legal review of the OS is requested. After edits, this OS will be further reviewed by Dr. Taylor.

A motion was made by Dr. Teske to make organizational edits to the OS. Ginger seconded the motion. All members voted in favor and the motion carried.

VI. Academic Affairs Council

A. Numbered Policy Status Update

i. Removal of A2000.10/A2000.15 Suspension from Clinical Experience for Unsafe Clinical Practice and/or Violation of Healthcare Facility Rules, Regulations, or Policies

ii. Removal of A2000.20 Education Guarantee

iii. Removal of A2100.65 Program Accreditation

Becky made a motion to remove the proposed OS noted above as they are either irrelevant or assimilated into other OS or the Healthcare Handbook. Ginger seconded the motion. All members voted in favor and the motion carried.

Becky will update the policy numbered disposition form accordingly.

VII. Student Affairs Council

No policies or OS were brought for review.

VIII. DEIB Council

A. A4200 Pursuit of Excellence in Compensation & Benefit Packages

First read, update the word "develop" to "implement" within the "To these ends" section.

Sheryl made a motion to approve the content of A4200 with the edit noted. Jesse seconded the motion. All members voted in favor and the motion carried.

B. Numbered Policy & Operating Standards Suggestions

Based on feedback from the HR Consultant related to the 5 areas the DEIB Council should be concentrating on, the following list was proposed for edit:

- Workplace Principles
- Employment Practices
- Compensation & Benefits
- Ethics & Conduct
- Privacy & Records

Felicia made a motion to accept the proposed listing with a second from Ginger. All members voted in favor and the motion carried.

Becky will update the policy numbered disposition form accordingly.

IX. Executive Council

Becky introduced a "manual" containing the A2000 (Academic Affairs) Policies and Operating Standards. This is a starting point and will be used as an organizational tool. Suggestions included only making these for each of the Vice Presidents (VPs) and include section tabs.

Becky also noted that 62% of policies have been updated with 7% of Operational Standards updated/developed.

X. Adjournment

Dr. Teske made a motion to adjourn at 10:56 am with a second by Ginger. All members voted in favor and the motion carried.

The next meeting is scheduled for January 23, 2025 at 10am in the Founders Room and via Zoom.

Future Agenda Items Include:

- A9000 Institutional Advancement
- Pulling HR Policies/Operating Standards "out" of DEIB and make their own "tab"
- DEI A4000 Series that was given back to EC (A4900.05, etc)

A4900.05	Alcohol and Controlled Substances Compliance and Testing
A4900.10	Safe Environment Policy
A4900.15	Smoke and Tobacco-Free Campus
A4900.20	Chronic Communicable Diseases
A4900.25	SCC Emergency Care and Nursing Faculty Responsibilities
A4900.30	Bloodborne Pathogens Exposure Control
A4900.35	Animals on Campus
A4900.40	Behavioral Intervention & Threat Assessment
A4900.45	Children on Campus
A4900.50	Public Health and Hygiene