Executive Council - Minutes
01.23.25 10:30 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 10:31 am.

II. Approve Minutes of December 5, 2024

April 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:
Chris provided an update of activities that includes the following.

- Business/Finance Team did not meet in January due to Leadership Training; however, the GATA Management letter was discussed. As a result of the ICCB Recognition Visit, Business/Finance will set up a login to retrieve the letter (which notes the College has passed their audit) in order to "Accept" the decision.
- Facility Team discussed the addition of two vehicles to the fleet, disc golf course completion, the removal/replacement of other products for the marquee at the entrance of the College, and the impending three projects. Those projects (heading to the Board of Trustees on February 20) include: Main Campus parking lot resurfacing; Cosmetology HVAC; and H & K Window/Building Envelope.
- Administrative Services Council met on January 22, 2025, and discussed Operating Standards that will be submitted to Executive Council in February. Those include: A6300.10 Access Control; A5200.05 Purchasing and Bidding; and A5200.15 Business Enterprise.

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

- The Council is bringing forth an Operating Standard for review. There are no further updates.

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

- Two Operating Standards are on the agenda for review.
- SAAT finalized and passed A2100.45 and are currently updating the Student Academic Assessment Plan.
- AST is finalizing the 2026-27and 2027-28 Academic Calendars and those will be submitted to the Board of Trustees during the February Board meeting.

DEIB:
Felicia provided the following update:

- The Cultural/Community Engagement Team did not meet this month due to inclement weather.
- Employee Relations Team survey results (31 respondents) from the Blizzard of Thanks event in December.
- The Employee Recognition platform is being revamped and will be rolled out in February.

V. Administrative Services Council
There were no policies or operating standards submitted for January review.

VI. Academic Affairs Council

A. A2100.45 Assessment of Student Learning

If approved, Dr. Teske noted this operating standard should be posted ahead of January 27, 2025.

Blake made a motion to approve A2100.45 with formatting issues addressed. Becky seconded the motion. All members voted in favor and the motion carried.

B. A2300.30 Faculty Evaluation Operating Standard

If approved, Dr. Teske noted this operating standard should be posted ahead of January 27, 2025.

Blake made a motion to approve A2100.45 with formatting issues addressed. Felicia seconded the motion. All members voted in favor and the motion carried.

Becky will address formatting issues and prepare for submission to Dr. Taylor for further review.

VII. Student Affairs Council

A. A3100.125 Residency

If approved, Dr. Teske noted this operating standard should be posted ahead of January 27, 2025. Discussion included the cities/towns indicated is not an exhaustive list; however, the list is exhaustive as it relates to postal codes. The areas highlighted indicate additions made based on feedback from the ICCB recognition visit.

Blake made a motion to approve A2100.45 with formatting issues addressed. Sheryl seconded the motion. All members voted in favor and the motion carried.

Becky will address formatting/content issues and prepare for submission to Dr. Taylor for further review.

B. Merge Content

Content in A5000.80 Tuition, Fees, and Other Charges was merged into A3100.125.

Chris made a motion to eliminate A5000.80 from the Business Office Operating Standards. Blake seconded the motion. All members voted in favor and the motion carried.

Becky will update the numbered policy disposition spreadsheet as necessary.

VIII. DEIB Council

A. A4100.05 Staffing, Recruitment, and Selection of Full-Time Employees

Discussion included the content in the Procedure/statement 1 – should be clarified to clarify the actual process and include content such as “subsequent to the guidelines below…. The President is authorized”.

Dr. Teske made a motion to approve the content of A4100.05 with additional verbiage as noted above and updates to the Header Box noting appropriate policy. Becky seconded the motion. All members voted in favor and the motion carried.

Becky will address formatting/content issues and prepare for submission to Dr. Taylor for further review.

IX. Executive Council

A. A1300.05 Strategic Planning

Discussion included the shift from SWOT to SOAR.

Dr. Teske made a motion to approve the content of A1300.05. Becky seconded the motion. All members voted in favor and the motion carried.

Becky will prepare for submission to Dr. Taylor for further review.

X. Adjournment

Sheryl made a motion to adjourn the meeting at 11:18am, with a second by Dr. Teske. All members voted in favor and the motion carried.

The next meeting is scheduled for February 27, 2025 at 10:30am 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