Executive Council - Minutes
02.27.25 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 10:34 am.

II. Approve Minutes of January 23, 2025

Becky made a motion to approve the minutes as presented. Blake 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 met in February and continued to work on budgeting
- Facilities Team continues to work on on-going projects.
- Administrative Services Leadership Teams continues to meet weekly.
- Administrative Services Council will review Expressive Activity at the March 17 meeting and will assign a new note-taker.

Student Affairs:

- Student Affairs Council is bringing forward three operating standards for review an consideration.

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

- Academic Affairs Council did not meet in February. Next meeting is scheduled for March 20.
- Academic Leadership Team is working on Summer and Fall schedules and have been shared with Student Affairs for the build of an actual student schedule to provide feedback for revisions/additions. FY26 budgets have been developed as well as FY26 capital equipment requests finalized. FY26 Course fees were updated and a Communication Skills Roadmap (using Insights reports) for the team was developed.
- Academic Standards Team participated in a workshop by Dr. Muckler about Wrap Around services to ATOMAT as well as discussion of the CBE processes and digital badges. Also reviewed, was the process for bringing new courses and programs to the Team before adding to the Curriculum & Instruction agenda. The next meeting is March 5.
- Student Academic Assessment Team did not meet in January. The February meeting included the initial feedback from the HLC team; how the transfer from Weave to WIDS will proceed (Weave contract ends April 16); strategies for using Moodle to capture assessment data down to the individual student level; and how curriculum and assessment will interconnect on WIDS. The next meeting is March 24.
- Curriculum & Instruction will be meeting on February 27. There was no January meeting.

DEIB:
Felicia provided the following update:

- The DEIB Council did not meet in January
- Cultural & Community Awareness Team did not meet due to inclement weather
- The Employee Relations Team developed a new employee recognition platform which will be rolled out to all employees.

V. Administrative Services Council

A. A5200.05 Purchasing & Bidding

Discussion included this being a Friday Financials Topic (to mirror the Thursdays at Three) as attention was drawn to the Bid Splitting Prohibition as well as the Sole Source Procurement notation.

Ginger made a motion to approve A5200.05 with formatting issues addressed. Jesse seconded the motion. All members voted in favor and the motion carried.

B. A5200.15 Business Enterprise for Minorities

Discussion included the grid noting percentages and it was explained that these represent a goal expectation.

Felicia made a motion to approve A5200.15 with formatting issues addressed. Ginger seconded the motion. All members voted in favor and the motion carried.

C. A5200.20 Disbursement of Funds

This is being pulled and will be reviewed by Council at their March 17 meeting.

D. A6300.05 Operating Access Control

Discussion included shortening the title to Access Control.

Ginger made a motion to approve A6300.05 with formatting issues addressed. Blake seconded the motion. All members voted in favor and the motion carried.

VI. Academic Affairs Council

There were no policies or operating standards brought for review.

VII. Student Affairs Council

A. A3100.65 College Level Examination Program (CLEP)

Discussion included the list being an exhaustive list as well as how these are listed on the transcript (as CR "credit by testing", etc.).

Ginger made a motion to approve A3100.65 with formatting, numbering issues addressed. Becky seconded the motion. All members voted in favor and the motion carried.

B. A3100.20 Access to Student Records (FERPA)

Discussion included clarification surrounding:

- Is this student-centered or employee-centered?
- Is this to get the policy up-to-date?
- What is the intention of this process?
- Present operations as you would want them to happen.

Ginger made a motion to return A3100.20 to Student Affairs Council for clarification. Sheryl seconded the motion. All members voted in favor and the motion carried.

C. A3300.15 Adding, Dropping, Withdrawal from Courses

Discussion included:

- Reconciliation of philosophies.
- Share this process with Academic Affairs for their input, i.e., faculty may define attendance differently.
- Clarification to include last day without academic penalty.
- What does "attend" mean/translate to?
- Define academic penalty.
- Who is the "authority" related to "failure to officially withdraw by the designated date will result in financial penalties and a grade of "F.
- Consider a process to implement Academic Forgiveness.

Ginger made a motion to return A3300.15 to Student Affairs Council for clarification. Blake seconded the motion. All members voted in favor and the motion carried.

VIII. DEIB Council

There were no policies or operating standards brought for review.

IX. Executive Council

There were no policies or operating standards brought for review.

X. Adjournment

Sheryl made a motion to adjourn the meeting at 12:10 pm, with a second by Jesse. All members voted in favor and the motion carried.

The next meeting is scheduled for March 27, 2025 at 10:00 am 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