Executive Council Minutes
06/02/22
10:00 a.m. Founders Room & via Zoom

Meeting Facilitator: Jesse Smith-Fulia

Roll Call:

√	Darci Cather		Chris Clark	√	Dr. Cara Doerr
√	Tina Dudley	√	Dwayne Fehrenbacher	√	Emily Forthman
√	Ginger Harner	√	Kevin Hunsperger	√	Rob Lucas
√	Connie McGinnis	√	Karen McGoy		Mike McNally
√	Dr. Ian Nicolaides	√	Dr. Lisa Price	√	Dr. Kristin Shelby
√	Felicia Rouse	√	Jesse Smith-Fulia	√	Dr. Tim Taylor
√	Dr. April Teske		Dr. Ryan Thornsberry		

Agenda Items:

1. **Call to Order**
   Jesse called the meeting to order at 10:05 a.m. Dr. Taylor joined the meeting at 10:30 a.m.

2. **Approval of Minutes from May 5, 2022**
   Ginger made a motion to approve the amended minutes of May 5, 2022, with a second from Darci. The minutes were amended to clarify point #4. Follow-Up on Action Item to note Dr. Teske did not attend the Student Affairs Council meeting, but was sent the SARA language in order to provide feedback. All voted in favor of the amended minutes and the motion carried.

Council or Team	Chair
Academic Affairs Council	Ginger Harner
Student Affairs Council	Dr. Cara Doerr
Diversity, Equity, Inclusion Council	Rob Lucas
Administrative Services Council	Dwayne Fehrenbacher
Academic Leadership Team	Darci Cather
Student Affairs Leadership Team	Dr. Lisa Price
Administrative Leadership Team	Chris Clark/Russ Stoup
Academic Standards Team	Ruth Smith
Student Academic Assessment Team	Mindy Ashby
Curriculum & Instruction Team	Dr. Kristin Shelby
Recruitment & Enrollment Team	Amanda Hazel
Student Success Team	Danielle Boyd
Student and Community Outreach Team	Teale Betts

Professional Development Team	Beth Crowe
Cultural Awareness Team	Erin King/Brett Whitnel
Employee Relations Team	Deborah Vines
Business & Finance Team	Brandy Woods/Michelle Williams
Technology Team	Jonathan VanMeter
Facility Team	Lindsay Johnson
Safety & Risk Management Team	Eric Howard/Chris Clark

3. Council/Team Updates (Standing Agenda Item) – All Members

Ginger Harner: Academic Affairs Council reviewed the policy disposition form and assigned policies to teams as appropriate and links will be sent; there is a pilot of the student survey during the summer; and Teale Betts is now the recorder. Lydia Dover (Director of Workforce Development) was introduced.

Dr. Doerr: Student Affairs Council is developing the SARA process in late summer. The State Authorization policy is an interstate agreement that is needed. Example: Missouri student vs. and Illinois program – these must be tracked and reported. Out of state internships must be in compliance. Dr. Doerr seeks input on how this is going to be tracked – in Colleague by assigning codes for each?

Russ is Coordinator regarding SARA process with Dr. Teske being responsible for accurate data and reporting.

Ideally, tracking begins with Student Affairs who will have or seek, the most accurate information, i.e., student's address. The process will always have to be right, despite receiving correct information/address from the student.

Secondly, Dr. Teske notes tracking of out of state interns, maybe a different section number for placement for Nursing? Dr. Teske created an Excel document for external tracking.

Other programs such as, Truck Driving, Social Work, Agriculture, Early Childhood have placements which are sought and secured by the student. This is difficult to track. SICCM often has multiple placements within the same semester. Also important is to identify which program/courses ONLY report for licensure requirements.

Student Affairs is also reviewing the SAP policy and links for policy review have been sent to the Student & Community Outreach Team, the Recruitment & Enrollment Team and the Student Success Team.

Items Requiring Action:
Reach out to John A. Logan for their process of SICCM internships and SARA reporting.

Darci Cather reported that Academic Leadership Team has not looked at the Textbook policy to address concerns including:

- Several semesters where students didn't have books
- Same course, switching classes, instructors don't use same books
- State "required purchase" but never use
- Syllabus needs to be specific as to what is supplemental
- Digital world becoming confusing – Access cards versus Instructor sending links, etc.
- Dual Credit Instructors not told when our books are updating
- Affordability and Readability for students
- EPacks and Open Stacks
- Adopt an Open Textbook – there is a grant opportunity to explore this.

Teale is moving forward in Dual Credit/Textbooks (English/Math) via an IBT Grant and a JALC Consortium Grant for Educational Textbooks.

Emily Forthman: DEI has drafted a remote work procedure and this was shared with members. Employee Relations developed an Exit Interview form and are now working on a new-hire checklist/training and overall orientation process. The Professional Development Team has done research and "canned, self-paced" trainings will be sent with calendar invites. Pronouns: Navigate Gendered Language with Confidence was a purchased training. Emily shared that based on the previous questionnaire and employee responses, there are several professional development opportunities available. Darci suggests looking into credit/non-credit (US Department of Education) and Ginger suggests looking at Department of Labor-Federal program trainings. There are particular staff required to take OSHA training. We need to find an instructor. Also, cross-training opportunities are possible. The Cultural Awareness Team has scheduled Dr. Joseph Smith (SIU Professor in African Studies & Philosophy) as a Juneteenth celebration on June 20 via Zoom in the Cafeteria. Details are still being worked out, but topics include "Why we celebrate…." and "Everyday Curriculum" as well as

banners and decorations. Darci recommended making this a "watch party" followed by a discussion and holding this in the Ed Center.

Items Requiring Action:
Emily was requested to send the required training/calendar invites to Grant Managers. These are self-paced trainings.

Dwayne Fehrenbacher: Technology Team: piloting Virtual IDs with Summer students and a policy will then be developed. Business & Finance Team will be meeting June 6. Leadership Team discussed the Travel Policy. The Facility Team reviewed the fleet management plan with several vehicles identified for "disposal", reviewing the Disposal of Surplus policy and also reviewed third-party entities for a facilities condition assessment. Safety Risk Management team is reviewing the Campus Safety Plans and acknowledges the need for increased emergency drills and reconfiguration of safe zones. The Administrative Services Council reviewed a LMS Satisfaction Survey and the recommendations were sent to Russ.

Jesse sought Follow-Up on Action Items from 5.5.22

A fillable "form" was developed for submitting recommendations and is located https://shawneecc.edu/about/shared-governance. Upon "submission" this will route to Tina who will assign out to the appropriate Council or Team. Virginia is also maintaining a Google doc for Student Affairs.

Employee relations will draft the policy statement to include the "value" as well as draft the procedure linked to the Exit Interview policy.

Dr. Taylor is thinking through the best ways to share immediate bullet points of importance stemming from Council & Team meetings. Ideas still include banners running/displayed on website and television displays, entitled "Pop Ups With the President".

4. **Recommendation: Annual Educators Award Program**
Tina shared a recommendation received regarding an Annual Educators Award Program. The recommendation originated through Felicia who had attended an event of this nature at West Ky Tech.

Categories would include Guidance Counselor/Certified Staff/Paraprofessionals, Support Staff, and Faculty. Nominations would follow established criteria. Winners of each category would not be announced until the event. There would be a booklet that displays and recognizes their hard work. A "committee" would choose, anonymously, based on the responses to the criteria. This event could also be held in conjunction with the Business of the Year, etc.

All members are in favor of an event:

- Would give us a face in all of the schools.
- Continued community engagement.
- A level of distinction/Influence within the community.

Dr. Taylor notes this will take funding, a significant amount of marketing, planning and coordination and will be an addition to the Strategic Plan.

Items Requiring Action:
Event/criteria planning is given to Lindsay Johnson, Felicia Rouse, Kevin Hunsperger and Teale Betts.

5. Remote Work Policy Draft – Rob/Emily/DEI Council

Emily distributed the Remote Work Policy and sent electronically as well. Rob notes he reviewed like-policy within peer educational institutions. Members reviewed and Dr. Taylor added that there are elements of policy that can be supported as well as process and procedure within the draft.

Members agree that the standard procedure for reviewing drafts include sending out in advance of the meeting. Emily noted her appreciation of Rob's efforts.

Jesse made a motion to review the draft Remote Work policy utilizing a paper copy of the tool and bring thoughts to the next meeting (July 7). Darci made a second and the motion carried.

Items Requiring Action:
Members will review the draft, independently and bring back to the July7 meeting.

Dr. Teske will send a .pdf version of the policy review tool to all members as well as post in the Shared Drive.

6. SARA Process Language for Review – Dr. Doerr
This is going to the Academic Affairs Leadership Team for discussion on the location/reporting portion.

7. SAC Draft Withdrawal Form – Dr. Doerr
The form was shared. This is a student-initiated withdrawal form used to document communication with the advisor that includes how financial aid is affected, re-recruitment, student's last actual date of attendance, the effect on the return of Title IV funding, contact information and a general email for overall access, etc. The advisor must sign off on the form that would indicate "advisement" with the student.

Dr. Taylor would like forms to be web-based and connected directly to the ERP (Colleague). Dr. Doerr notes the rebuilding of the webpage for student access and training for advisors on their own responses in order to leave students with a "good experience".

Dr. Doerr is also working on the Administrative Withdrawal Form, tightening Retention Alerts and the creation of intervention notes within Colleague (STKR which is not accessible by students).

Adjournment
Dr. Price made a motion to adjourn the meeting at 11:41 a.m. with a second by Dr. Teske. All members voted in favor and the motion carried.