Executive Council Minutes
6.1.2023 10:00 am, Founders & via Zoom

Meeting Facilitator: Jesse Smith-Fulia

Roll Call:

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

I. Call to Order

Jesse called the meeting to order at 10:05 am.

II. Approve Minutes of May 4, 2023

Ginger made a motion to approve the May 4 minutes as written, with a second by Kevin. All members voted in favor and the motion carried

III. Council/Team Updates

Council or Team	Chair
Academic Affairs Council	Ginger Harner
Student Affairs Council	Mindy Reach
Diversity, Equity, Inclusion Council	Rob Lucas
Administrative Services Council	Dwayne Fehrenbacher
Academic Leadership Team	Dr. Darci Cather
Student Affairs Leadership Team	Dr. Lisa Price
Administrative Leadership Team	Chris Clark
Academic Standards Team	
Student Academic Assessment Team	Mike McNally
Curriculum & Instruction Team	Dr. Kristin Shelby
Recruitment & Enrollment Team	Carrie Davis & Mandy Palmer
Student Success Team	Danielle Boyd
Student and Community Outreach Team	Teale Betts
Professional Development Team	Beth Crowe
Cultural Awareness Team	Erin King
Employee Relations Team	Becky Steinmetz
Business & Finance Team	Brandy Woods/Michelle Williams
Technology Team	Jonathan Van Meter
Facility Team	Lindsay Johnson
Safety & Risk Management Team	Chris Clark
Public Information & Marketing Update	Kevin Hunsperger
Institutional Effectiveness	Dr. April Teske

Council Updates:

Academic Affairs (Ginger Harner) Met on May 18, assessing the WIDS Curriculum Software and the mapping process. Academic Leadership is reviewing dual-credit and transfer and mapping. The Academic Freedom Policy was re-reviewed with concessions made that should be pleasing to all. This will be revisited in July.

Competency-based education (CBE) included hands-on learning and training with demonstration at a satisfactory level. The Curriculum position will be charged with learning how to develop CBE.

Student Affairs (Mindy Reach) With input from Academic Affairs, Student Affairs is reviewing overload procedures and credit hours.

DEI (Rob Lucas) Continuing to define the terms Diversity, Equity, Inclusion in order to build a framework for moving forward, should be completed by the June meeting.

Administrative Services (Dwayne Fehrenbacher) Developing procedures for new student accounts and monitoring the managed detection system. Fleet vehicles have been ordered and scheduled for delivery by June 8.

Marketing (Kevin Hunsperger) Campaigns include Extension Center name changes rolling out in July, updating signage and ensuring consistent college-wide branding. Continuing to take new head shots of staff, updating all information currently in the carousel located in the main entrance, and podcast has been ordered and will soon be live, broadcast from Vienna.

Institutional Effectiveness (Dr. April Teske) As a team, Dr. Teske, Gabriel and Sabrina are conducting an internal audit of ICCB and IPEDS reports (making corrections, identifying gaps, reviewing our overall operations within Colleague (fields) and shared definitions). The hope is to be more deliberate and develop Colleague definitions (including the "why" behind our efforts/reporting). Also working on the overall security of our data and identifying who has ownership over and who is the overall steward of that data. Completed alignment of data sources with the strategic plan initiatives. Another Thursdays @ 3:00 pm will be held today.

IV. Chair/Co-Chair Model for Councils/Teams – Dr. Kristin Shelby

Dr. Shelby discussed having a "chair in waiting" to succeed the current chair.

Dr. Price made a motion to have a chair and vice chair for each team/council with the expectation that the vice chair succeeds the current chair. This would be relevant to those team whose chair alternates between a staff and faculty. Dr. Teske seconded the motion. All members voted in favor and the motion carried.

V. Shared Definitions Document – Mindy Reach

Mindy shared a definitions document. Discussion included how we were going to capture and house definitions and what guidelines should we be using (i.e., definitions can be context-dependent).

Dr. Taylor suggests the Administrative Policy Manual will contain an overall glossary which will include links.

VI. Shared Governance Manual Updates – Dr. Taylor

Dr. Taylor shared the revised Council/Committee structure chart, including the compression of teams within Student Affairs, DEI and Administrative Services. Academic Affairs will maintain their current roster of teams.

Dr. Taylor also shared the alignment document created by Dr. Teske. This will eventually become the Committee Charge. This document aligns the Strategic plan to the Shared Governance Structure and includes existing policies and policies to consider being assigned appropriately to Councils. HLC criterion have also been included.

The composition of the teams may be reduced at the discretion of the Vice-Presidents; however, keeping the teams around 8 members would be ideal.

Dwayne made a motion to accept the new structure of compressed teams with a second by Kevin. All members voted in favor and the motion carried.

Jesse made a motion to accept the alignment document for use when updating each committee charge with a second by Dr. Shelby. All members voted in favor and the motion carried.

VII. Discussion on Shared Governance Retreat – Ad Hoc Committee

A retreat will be held on August 24 and will be held from 8am to 11:45pm. There will be three topics (meeting minutes/templates, et al; benchmarks & troubleshooting; and team-building/inclusivity). These will run during concurrently, allowing all attendees the opportunity to attend.

Presenters include Tina and Becky; Dr. Teske and Jesse and Rob. Presenters should build in a fun activity as well as build content.

At the conclusion of the retreat, the committee will follow-up with attendees.

VIII. Adjournment

Dr. Teske made a motion to adjourn the meeting at noon with a second by Dr. Shelby. All members voted in favor and the motion carried.

Next meeting will be held Thursday, August 3, 2023, 10am in the Founders Room & via Zoom. There will be no July meeting.

Must use Zoom Passcode to enter meeting: Shawnee1!
Here is a link to your personal meeting ID
https://shawneecc-edu.zoom.us/j/4032733480

Dial by your location
+1 312 626 6799 US (Chicago)

Meeting ID: 403-273-3480

NOTES

Minutes –

Adjourn