Executive Council Minutes
02.29.2024 10:00 am, Founders & via Zoom

Meeting Facilitators: Ginger Harner (Chair), Sheryl Ribbing (Co-Chair)

Roll Call:

√	Dr. April Teske		
√	Chris Clark		***Co-Chairs – As invited***
√	Lorena Hines		Blake Goforth (Academic Affairs)
√	Mindy Ashby		Keyarra Blissett (Student Affairs)
√	Lindsay Johnson		Dwayne Fehrenbacher (Admin Svcs)
√	Jennifer Watkins		Kayla Sauerbrunn (DEIB)
√	Jeff McGoy		
√	Jesse Smith-Fulia		
	Lee Van Alstine		***Ad Hoc – As invited***
	Sheryl Ribbing, Co-Chair		*Felicia Rouse*
√	Ginger Harner, Chair		*Sabrina Black*
√	Becky Hawes		*Dr. Kristin Shelby*
√	Tina Dudley		*Kevin Hunsperger*
√	Dr. Tim Taylor, Advisory		*Mike McNally*

I. Call to Order

Ginger called the meeting to order at 10:03 am.

II. Approve Minutes of January 25, 2024

Jeff made a motion to approve the January 25, 2024 minutes as written, with a second by Becky. All members voted in favor and the motion carried.

III. Additions to the Agenda

IV. **Council/Team Updates**

Councils	Chair/Co-Chair
Academic Affairs Council	**Lorena Hines/Blake Goforth**
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	**Jennifer Watkins/Kayla Sauerbrunn**
Cultural Awareness Team	Mindy Ashby
Employee Relations Team	Rebecca Steinmetz

Administrative Services Council	Lindsay Johnson/Dwayne Fehrenbacher
Administrative Services Leadership Team	Chris Clark
Business & Finance Team	Brandy Woods
Facilities Management Team	Dwayne Fehrenbacher

Academic Affairs Council Updates – Lorena & Dr. Teske
The Council, SAAT, C&I and Academic Standards teams have been working on textbook adoption, faculty qualifications, tightening up CQI, scheduling summer/fall and finishing 4B2 and continuing review of several processes.

Student Affairs Council Updates – Mindy Ashby & Jeff
The two policies will undergo further review (A3000) and (A3200).

DEIB Council Updates – Jennifer Watkins
The Council has been working on the Culture of Fair Treatment Policy, HLC Assurance narrative, and final review of the Institutional Effectiveness (IE) procedures. The Cultural Awareness Team provided weekly activities in the month of February for Black History Month. The Employee Relations Team is planning employee appreciation activities for March.

Administrative Services Council Updates – Lindsay Johnson
The Council has reviewed the IE procedures. Dr. Teske noted the midterm verification for reimbursement process has been clarified. A5000 is still being reviewed by the Business and Finance Team (BFT), while A6000 and A7000 will be presented at the March Executive Council meeting. The BFT approved raising the threshold for Vice Presidents approval for requisitions from $3500 to $5000. Both the Facilities Team and BFT are working on their areas for HLC.

Items Requiring Action:
Dr. Teske will send the latest version of the IE Policies and Procedures to Tina for inclusion into the Administrative Policy Manual.

~~**V. Pursuit of Excellence (Admissions & Records A3000) and (Recruiting & Enrollment A3200) – Mindy Ashby/Keyarra Blissett**~~ Pulled by Jeff 2.22.24

VI. Animals on Campus A4900.35 – Dr. Taylor – DEIB
Dr. Taylor referred this policy back to the DEIB Council with the following suggestions:

- Restructure language to be more positive.
- Capture of value statement.
- The policy/procedures should be affirming, achieving a balance between safety and mental health.

Items Requiring Action
Tina will share notes regarding the Animals on Campus (A4900.35) with Jennifer for further discussion in DEIB.

VII. Professional Behavior (A1200) – Dr. Taylor
Dr. Teske made a motion to approve the A1200 policy with some minor formatting changes (to be consistent in font, acronyms, etc.) with a second by Lindsay. All members voted in favor and the motion carried.

VIII. Culture of Learning (A2000); Curriculum Quality (A2100) and Scholarship Excellence (A2200) – Lorena & Dr. Teske
Lorena made a motion to approve A2000 policy with some minor formatting changes (to be consistent in font, acronyms, etc.) and an update to wording to include learner-focused and the college "as a whole". Mindy Ashby seconded the motion and the motion carried.

Dr. Taylor expressed that the culture of learning should extend beyond the classrooms, and into the Board, meetings, etc., and asked, "are Faculty leading the charge of this culture of learning"?

Lorena made a motion to approve A2100 policy with some minor formatting changes (to be consistent in font, acronyms, etc.), changing from Curriculum Quality to Curriculum Excellence, and an update to language to include alignment with business/industry/universal standards. Mindy Ashby seconded the motion and the motion carried.

Lorena made a motion to approve A2200 policy with some minor formatting changes (to be consistent in font, acronyms, etc.), the addition of conditional statements and links to the College website rather than listing each real-world experience. Jeff seconded the motion and the motion carried.

IX. Executive Council Review of Criterion – Ginger
Ginger expressed the need for this Council to review the assigned HLC criterion. Members divided into small workgroups; assignments follow. Reviewing the previous 2018 submission, crosswalk information and watching related videos to identify gaps in what was previously written will assist in providing more context and "operationalizing" our argument. Also, please ensure that our Values are reiterated. Ultimately, our 2026 Strategic Plan will be refreshed with language via the Shared Governance Board Policies.

- ***1.A.-all subcomponent***
  Dr. Teske and Chris will respond to 1. A. 1 and 2; Mindy A and Jeff will respond to 1. A. 3 and 4; Ginger and Jennifer will respond to 1. A. 5.

- ***1.B.-all subcomponents***
  Jesse and Lorena will respond to 1. B. 1 and 2; and Lindsay and Becky H will respond to 1. B. 3.

- ***2.A.-all subcomponents (Dr. Taylor)***
  Will be addressed during the March 28 meeting.

- ***2.C.-all subcomponents (Dr. Taylor)***
  Will be addressed during the March 28 meeting.

- ***2.E.1.***
  Will be addressed during the March 28 meeting.

- ***2.E.2.***
  Will be addressed during the March 28 meeting.

- ***5.A.-all subcomponents (IE)***
  Will be addressed during the March 28 meeting.

Items Requiring Action:
Ginger will create a shared document for all members to add HLC related information, evidence, etc. and would like the information entered by March 22, prior to our next meeting scheduled for March 28.

X. Adjournment

Mindy made a motion to adjourn the meeting at 11:50am with a second by Lorena. All members voted in favor and the motion carried. Next meeting will be held March 28, 2024 @10am in the Founders Room & via Zoom

SUMMARY

Shared Governance/Administrative Policy and Procedure – Approved
The following will be presented for acceptance at the March 21 Board of Trustees meeting.

A. Professional Behavior A1200
B. Culture of Learning A2000
C. Curriculum Excellence A2100
D. Scholarship Excellence A2200
E. Institutional Effectiveness Procedures –
    i. Accreditation A1300.00 (New)
    ii. Strategic Planning A1300.05 (New)
    iii. Institutional Evaluation/Research A1300.10 (Revised)
    iv. Institutional Reporting A1300.15 (New)
    v. Data Dashboard, Fact Book, Analytics A1300.20 (New)
    vi. Data Requests A1300.25 (New)
    vii. Surveys A1300.30 (New)
    viii. Intellectual Property A1300.35 (New)