

Executive Council Minutes

4.6.2023 10:00 am, Founders & via Zoom

Meeting Facilitator: Jesse Smith-Fulia

Roll Call:

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

I. Call to Order

Jesse called the meeting to order at 10:02 am.

II. Approve Minutes of February 2, 2023

Kevin made a motion to approve the February 2, 2023 minutes as written with a second by Mindy Reach. 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 | Ruth Smith |
| 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/Brett Whitnel |
| 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 |

Academic Affairs – Dr. Shelby noted that the Faculty Quality/Tenure Policy was being discussed.

Student Affairs – Mindy reported meeting regarding the credit hour policy (related to the maximum number of credit hours allowed per semester without needing approval). They are reviewing policies from other institutions.

DEI – Rob reported there was no meeting in March, but will be meeting in April to continue discussion on definitions.

Administrative Services – The Facilities Condition Assessment is in full swing, with deferred maintenance projects being identified. A request for proposals for a new Audit Firm is currently open and bids are being sought for epoxy flooring and painting of the of Automotive area.

Public Information & Marketing – Kevin noted the multiple collaborations with others to tidy up and better manage events, branding, marketing, etc. There is a push for Nursing, summer/fall enrollment campaigns, workforce development, the bookstore as well as developing processes and policies. Kevin is interested in an intern, possibly a student ambassador.

Items Requiring Action

Mindy Reach will forward intersession dates to Kevin for marketing purposes.

Institutional Research & Effectiveness – Dr. Teske noted that this is one of the heavy seasons for reporting and collaborating with Sabrina and Gabriel to tighten up internal processes. Also, they have been refining the internal CROA dashboard and working one on one with those who use it.

The first Thursdays at Three event in March was successful, with another scheduled April 6.

Dr. Teske is also working on processes, working with Deans regarding program reviews, developing a survey policy and procedure as well as exploring a data governance policy.

IV. Review of the Executive Council Charge - Jesse

The committee charge was reviewed by members. What is our measure of success? Would a monitoring report assist in this measure? Conducting an Employee Satisfaction Survey could elicit some feedback.

Jesse would like the composition of the Council to be balanced. Dr. Taylor would prefer a strong faculty voice. Discussion included removing the Vice Presidents (VPs) however the VPs are pivotal for two key responsibilities: Making recommendations to the President regarding implementation and progress of

major college-wide planning and initiatives; and the development and monitoring over the implementation of the college's strategic plan.

The Council has reviewed a number of policies/procedures, including:

- Exit Interview (Employee Relations)
- Remote Work (DEI Council)
- Disposal of Surplus Equipment (Facilities)
- Expressive Activity & Commercial Solicitation (Facilities)
- Travel (Business & Finance)
- Administrative Withdrawal (Student Affairs)
- Transfer, Promotion, Demotion (Employee Relations)
- Vacation Sick Leave Transfer (Employee Relations)
- Withholding Transcripts (Student Affairs)
- Academic Freedom (Academic Affairs)
- Copying Copyrighted Material (Executive Council)
- General Admission Requirements (Student Affairs)

Items Requiring Action

Dr. Taylor and Jesse will discuss further, the Council composition.

V. Faculty Quality, Model Policy Review – Dr. Taylor

Dr. Taylor walked the members through this policy, including: the value statement, the college's expectation of quality faculty and ending with a directive. The value statement should have "lasting value" in that there should be little to no revision needed.

- The Value Statement - How to achieve the value noted in the policy?
- The Direction
- The Definitions (using standard, best practices) - These may be removed in the future based on the necessity to have.
- Guidelines - Pre-made decisions based on best practices
- Process - Clear Direction

Dr. Taylor states this is shared as a template only, not as a policy to approve and should be used as a model policy by all Councils.

Items Requiring Action

Dr. Taylor will add a watermark to this policy to denote that it is to be used as a guide in writing/formatting future policy and procedure.

VI. Shared Governance Luncheon Feedback – Dr. Taylor

Dr. Taylor shared the feedback received during the luncheon on February 22. There were common themes and Council discussion included:

- Doing a five-minute video for each team of how to facilitate.
- The hand-off of the Chair position (build in a co-chair)

- Communication & restructuring the composition.
- Mapping the Strategic Plan initiatives to the teams.

Items Requiring Action

The ad hoc committee of Karen McGoy (Chair), Becky Hawes, Rob Lucas and Kevin Hunsperger will develop questions for the Council/Team chairs to ask their teams regarding a retreat.

VII. Discussion on Shared Governance Retreat – Jesse/Dr. Taylor

This Agenda Item was absorbed into VI. Shared Governance Luncheon Feedback

VIII. Adjournment

Jesse made a motion to adjourn the meeting at 12:06 pm with a second by Dr. Shelby. All members voted in favor and the motion carried.

Next meeting will be held Thursday, May 4, 2023 10am in the Founders Room & via Zoom

- May Agenda will include the Expectation of Meeting During the Summer