

# **Executive Council Minutes**

## **July 11, 2018**

**Present: Karla Hughes, Alex Becker, Peggy Doss, Moses Goldmon, Linda Rushing, Bob Ware, Christy Pace, Emily Ashley, John Kidwell**

1. Opening Remarks – Dr. Hughes

The leadership team was welcomed and comments were given.

2. Executive Council Meetings – Leadership Team

Future meetings were discussed including frequency, length and locations of meetings. Rules of engagement and ground rules of meetings were talked about, and each EC member expressed his/her thoughts of what and how information should be shared.

Guests will occasionally be invited to meetings to talk with the leadership team regarding their areas of expertise. There may also be expanded or additional meetings to include different stakeholders.

3. Board of Trustees Meetings – Ms. Pace

Information regarding deadlines for Board of Trustees meetings were provided and the importance of all dates were discussed. As a reminder, all agenda items being submitted to the System Office are to be sent by the Chancellor's office. The expectations of EC members attending meetings was talked about, noting that all are welcome but are not required to attend.

4. UAM Placement Plan – Dr. Doss

The Degree Pathways Program was discussed and a handout was provided that described the policy. This has been sent as an agenda item for approval by the Board of Trustees at the September meeting.

5. Online Forms – Mr. Becker

Our imaging software has the ability to create forms, and the first priority was the student application. The initiate to hire form and the personnel action form are ready to be tested, which will allow these forms to route through workflow. Items that need to be addressed regarding each form should be sent to both Mr. Becker and Mr. Weaver.

6. Talent Reviews for Non-Classified Staff – Mr. Becker

An example of a form to use as a starting point for performance reviews for non-classified employees was provided. Currently only classified employees are required to have a yearly review, however, it is needed for all employees. EC members will review the document and the item will be placed on the next agenda for discussion.

7. Update on Simpson Scarborough Branding Project – Mr. Weaver

Branding ideas provided by Simpson Scarborough were discussed. Some projects will be completed in-house, and the top priority is to have materials printed for recruiting.

Other discussion items included the website, the Science Building, a mobile application that will send notifications specific to each student who downloads the app, and the grand opening for the Student Success Center and Police Building, which will be held in September.

8. Physical Moves of Staff – Emily Ashley

An update was provided regarding the moves to the Student Success Center, noting that the testing center will be the first priority. Everyone was asked to label boxes, and no personal items will be moved by the maintenance staff. After all moves to the SSC have been made, discussions will take place regarding other vacated spaces.

9. UPD Discussion – Mr. Kidwell

The board policy regarding firearms was talked about, noting that enhance carry is still in effect and signs have been posted.

An inventory of key control is being worked on and grand master keys will be reviewed as well.

Information was given regarding access to cameras, and changes that will be made to who has access.

10. Board of Visitors Meeting – Dr. Hughes

Details regarding how information will be presented at the upcoming Board of Visitors meeting were discussed.

11. Phone System – Leadership Team

Different options were given regarding critical times when more phone lines are needed in certain areas.