

Council of Chairs
Meeting Minutes
August 13, 2021

Members present Brian Southworth, Cody Westerhold, Bridget Carson, Lori Boots, Marg Yaroslaski, Paul Molnar, Taylor Crawshaw, Bruce Peterson, Vincent Bowhay and Cherie Stockton. Erica Cope was absent.

Vincent mentioned the calendar invite for this committee, stated it needed to be adjusted. Said Cherie will send a new invite for future meetings. Also mentioned that a reminder email will go out at the beginning of each month for agenda items.

Bowhay thanked the group for providing agenda items and added that information for the facemask policy was included as an attachment to this agenda. Vincent reminded the group that end of the year committee reports should be submitted to the President's office as soon as possible.

Professional Development Committee Chair, Paul Molnar discussed attendance at the Professional Development meetings. Stated that he feels some of the items being covered by this group are also being covered by other groups; also wondered if this committee should become a sub-committee of HR since most of the work being done by this committee is HR related. Marg suggested revising the purpose statement, Bowhay suggested partnering with Cabinet members and looking for themes and trainings that could apply to all staff and faculty – an example could be Clifton Strengths for leadership development. Also suggested Work Study Supervisors to get professional development in lieu of conference development. Bowhay feels working with HR could be beneficial to the committee and the campus; feels gathering data is important and helps decide how we steer the campus and has high hopes of turning the data into good bragging points for ICC which also sets our team up for success. Bowhay suggested leadership-diversity appreciation as items that could be touched on with every employee along with mental health for all faculty/staff and invited Paul to have in person meetings for other ideas.

Reporting annual committee meeting day/time – Bridget Carson would like to have a place to reference for date/time for committee meetings. Bridget is hoping to provide a committee link for better access.

Assessment Committee Statements – Marg Yaroslaski mentioned ethical use of data as a topic of conversation. Talked about reporting failure and how to adapt from that failure but still knowing how those failures are being handled across campus.

1. *As a learning community, ICC is dedicated to implementing and maintaining a sustainable system of assessment that promotes curiosity and engages the entire campus community in honest reflection of collected data.* – Marg would like to adopt at an institutional level, this statement but is uncertain where it will be housed. Feels like honest reflection of collected data is important but thinks it's often easier for faculty to accept while staff is worried if they fail consequences will be given. Marg mentioned the assessment committee would like to hold small group trainings to help write operational plans. Vincent suggested building the statement into the operational plan. Brian suggested making "self-affirmation" posters to put around campus. Southworth also mentioned that Assessment is not about finding errors rather it's about finding out if the process works. Feels this committee should look at processes and find out how they work then figure out how we can transfer that information across campus. Marg stated she would have the signs made and distribute across campus as discussed.
2. *The Assessment Committee is the steering body providing reliable mentoring across all elements of campus assessment to encourage deep involvement, good-faith engagement, and accountability through open communication.* - A motion was made by Taylor Crawshaw to add this statement into the Assessment Committee By-Laws, seconded by Brian Southworth. Motion carried 10 – 0.

Bowhay mentioned the Face Mask Policy Update (found below)

Vincent mentioned that the facemask policy is currently “face masks are expected.” He would like to provide training and information materials to match the updated policy. Please note the changes in yellow. He is currently waiting for updated shipment of facemasks which should arrive soon with instructions on picking up the facemasks. Brian asked about the paragraph regarding “if you’re diagnosed regarding the quarantine”. Vincent responded that 14 days is required, this information has been gathered from the Kansas Department of Health and Environment. A motion to move forward with the Facemask Policy was made by Brian Southworth and seconded by Marg Yaroslaski. Motion carried 10 - 0

ICC Face Mask/Shield Policy

All students, faculty, staff and visitors - including contractors and vendors - **must are expected to** wear face coverings over their mouths and noses while on ICC campuses, in all hallways, public spaces, classrooms and other common areas of campus buildings, and when in offices or other workspaces or outdoor settings when 6-foot social distancing cannot be maintained, including inside offices or outdoors on campus.

Additionally, employees and students who are asymptomatic and report to campus after a close contact with a known COVID-19 case - which is allowed if social distancing can be maintained, and the person does not have symptoms - will be required to wear a face covering for at least 14 days after the exposure occurred. Employees and students who show symptoms of illness **MUST** remain off-campus until the symptoms subside. Any employee or student with a positive COVID-19 diagnosis - even if asymptomatic - must remain off-campus and quarantined for at least a 14-day period after receiving the test results. Limited quarantine space will be available for students in need who reside on the ICC campus.

Individuals who need reasonable accommodations related to the use of face coverings may contact Taylor Crawshaw (for students) at tcrawshaw@indycc.edu or Lori Boots (for employees) at lboots@indycc.edu.

Students shall be given two reusable masks at the start of the semester and will be required to complete a COVID-19 Mask Use Safety Training which outlines proper face mask protocol, including the risks of sharing face coverings, and the proper handling and cleaning.

Faculty, staff and visitors are required to provide their own face coverings (e.g. cloth or disposable face mask). However, if individuals are not able to provide their own face coverings, the college will provide them. Disposable masks will be provided to students and employees who forget to bring their masks to campuses.

Signage will be posted to inform all individuals of face mask and social distancing requirements. The signage shall be consistent in format across campuses. Signs **designating that stating individuals are expected to wear face coverings are required-expected** shall provide the contact information for those persons needing to request an accommodation to exempt them from the face covering requirement.

Revised 8/13/2021

Meeting adjourned at 1:30 p.m.