

## **6/2/23 Administrative Council Meeting Minutes**

**Participated by Zoom:** Dr. Brian Anderson, Dr. Dorothy Berglund, Russell Brandon, Dr. Marty Brock, Aaron Brooks, Rodney Godfrey, Jody Kennedy, Dr. Holleen Krogh, Carla Lowery, Shannon Lucius, Penny Mansell, Iika McCarter, Tequila McCoy, Dr. Clear Moore, Jennifer Moore, Amanda Clay Powers, Laura Quinn, Susan Sobley, Dr. Scott Tollison, Randy Vibrock, Dr. Deb Wells, and Dr. Kim Whitehead

In the absence of President Nora Miller, Dr. Scott Tollison called the meeting to order.

### **Minutes** -

Following a motion from Russell Brandon and a second by Susan Sobley, the April 2023 meeting minutes were approved with one correction.

### **Updates** –

Dr. Tollison welcomed Dr. Clear Moore for her first Administrative Council meeting. Dr. Moore is the new Director of the Student Success Center.

Tequila McCoy, who is the new Chair of Staff Council, noted Staff Council is looking for more members. She also said the back to school school supply drive will start later this summer, and Staff Council received positive feedback about the Administrative Professionals Day event held in April.

### **Policies** –

The following nine policies were at the end of the 60-day review process and Administrative Council voted to recommend President Miller approve them with suggested changes:

- New Policy (Information Security Awareness Training) – motion by Mr. Brandon and second by Dr. Dorothy Berglund
- New Policy (Information Security) – motion by Mr. Brandon and second by Dr. Deb Wells
- New Policy (Email Policy) – motion by Amanda Clay Powers and second by Dr. Berglund
- New Policy (Clean Desk Policy) – motion by Mr. Brandon and second by Ms. Powers
- New Policy (Privacy of Electronic Information) – motion by Dr. Wells and second by Dr. Berglund
- New Policy (Data Governance and Classification) – motion by Mr. Brandon and second by Dr. Marty Brock
- PS 1201 (Distance Learning) – motion by Mr. Brandon and second by Dr. Berglund
- PS 1310 (Faculty Development Monies) – motion by Mr. Brandon and second by Dr. Holly Krogh
- PS 1311 (Misconduct in Research) – motion by Dr. Wells and second by Dr. Berglund

With a motion by Dr. Brock and a second by Ms. Powers, the Administrative Council meeting adjourned.