Academic Leadership Team Minutes
February 11, 2025
1:00-3:00 p.m.

x	**Lori Armstrong**	x	**Dr. Kristin Shelby**	x	**Dr. April Teske**
x	**JoElla Basler**	x	**Kristy Stephenson**	x	**Teale Betts**
x	**Amanda Hannan**	x	**Rebecca Steinmetz**	x	**Dr. Dane Muckler**
x	**Wendy Harris**	x	**Dr. Ian Nicolaides**	X	**Melissa Luttenbacher**
x	**Ginger Harner**				

I. **Call to Order** at 1:03 p.m. by Dr. Teske

II. **Approve January 14, 2025 Minutes** A motion was made to accept the minutes as presented by Ginger, seconded by Wendy. All approved.

III. Spring Calendar

A. AY26 Schedule- updates

Discussion about the when the Spring 26 schedule is due. Dr. Teske asked the team how they want to do it – now or later that is up to the team. It's hard to know which classes are going to make that will need to carry over to Spring. Discussion about courses that are only offered during certain times of the academic year and how to best help our students and advisors. It was suggested that we go ahead and start entering those courses that we know are going to be offered. Becky will get the spreadsheets out there to get started.

Summer25/Fall25 – Questions about how to schedule the CBE Tech Math and Welding. CBE Math will only be offered one time during the semester. This will need to be planned with CBE Welding. Eventually, we will have a rolling start. As far as scheduling an actual start time, we need to think that through a little more. Section numbers will need to be though about and discuss with Student Affairs for easy identification purposes. Discussed upcoming deadlines in relation to the scheduling procedures. The next deadline is Monday to consolidate and send to Student Affairs to review.

JoElla inquired about when we know about dual credit sections. Teale mentioned the ones she knew about right now related to the extension centers. Teale further explained the other schools that come here are just absorbed into already established sections.

B. Budget –

Lori had a budget line added after her deadline and needed guidance how to budget for that. Dr. Shelby recommended Lori to send a justification to her to update during the dean's window.

Ginger inquired about her budgeting in regards to Title II. She needs to build her budget as there will be no changes to Title II.

The team needs to make sure you spending your budget now and reviewing those and working with our available grants for items we may need. We have a zero-budgeting system – this is keeping a 5% variance. We are at 3%, which is great.

Classrooms need whiteboards that are used between different departments. This needs to be added to the budget.

a) Deans- have everything entered/approved by Feb. 15
b) Dr. Teske- finalized by March 15
Make sure your justifications include Strategic Plan & CQI references
Move institutional to grants where possible; put change in the justifications

C. Make sure your CQIs are completed (including the FY26 budget at the end)

Dr**.** Teske would like for everyone to wrap up the findings in your CQI's.

IV. Strategic Planning in 2025- FYI

The Strategic Plan process will be starting soon. Dr. Taylor will start with the mission, vision, and values statement wrapping it up by December. Discussion how the timeline looks like, how it affects the budget.

V. Past Faculty of the Year on website?

Dr. Teske discussed with the chairs if they would like to have the past faculty of year on the website or the faculty page so that it is easily accessible. After short discussion, Dr. Teske will get with IT on where that should go. Dr. Teske reminded the faculty that nominations have to go snail mail to Springfield when need to get those asap.

VI. Leadership Styles- Google Doc

A. Complete and we will review at next meeting

Dr. Teske demonstrated the leadership chart she put together for the team to understand each other using the tool Steve Gavatorta gave us. This is not mandatory participation, so don't feel like you have to do it if you don't want to.

VII. CTE/AHN ideas

A. Tool/Equipment Fair (vouchers for students through grants)

We could do a tool-equipment fair (vendors who usually supply our programs). Give students vouchers for students to get items for their kits.

B. Uniforms/Shirts/Smocks for each lab-based program (add to fees in future)

We already have this in place for some of our programs. It might be nice to elevate our professionalism for each program to design their own during a fair. Discussion about the different departments how these have been obtained and covered in the past and the current situation.

VIII. Any other items?

Lori asked about outstanding midterm verification forms list she is getting from Sabrina. Dr. Teske explained we changed it to sending them on midterm for each section, it could be it's just missing. Sabrina has been trying to make a note for why past semesters are being sent out.

JoElla asked about the process for officially hiring an adjunct. Dr. Teske explained Becky adds their qualifications to Colleague after Human Resources enters them as a new hire. The chair must let Human Resources know we are wanting to hire them so they can start the hiring process.

Dr. Shelby reminded the team that the ICCB Program Review is due to Vice Presidents by April 1. Deans and directors need to finalize program reviews with Chairs/Faculty by March 31.

Team discussed the successes from the Academic Meet.

Discussion about what course fees should be covering and they should be used in the budgeting process. General supplies or lab equipment currently are covered by course fees. Lori expressed that is a huge disconnect between what we charge for course fees and what we budget for. Dr. Teske suggested she will ask Chris to track those fees to the budget.

PTK needs an area for concessions during events for the gym. Melissa wondered if this was something that HCCTP could do for us. Dr. Teske will ask about this.

Discussed conferences and education being attended by the group.

IX. **Adjournment** at 2:25 A motion to adjourn was made by Kristy, seconded by Mandy.