# Academic Leadership Team Minutes
## February 25, 2025
## 1:00-3:00 p.m.

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

I. **Call to Order** at 1:05 p.m. by Dr. Teske

II. **Approve February 11, 2025 Minutes**

Dr. Muckler made clarified and updated some verbiage in the minutes. A motion to accept the minutes with noted revisions was made by JoElla and seconded by Mandy. All approved.

III. **Items from the group (Questions, Successes)**

Concerns about communication and decisions during the most recent inclement weather. It was expressed that decisions should be made in timely manner by the higher administration taking into consideration faculty with clinicals and various schedules. This is forcing faculty to handle these decisions individually which is not effective. Dr. Teske explained the rationale behind how the decisions are made relating to inclement weather. Discussion about the hardships for students and staff during inclement weather events.

Dr. Nicolaides is celebrating he had four people get 100's on their last Anatomy and Physiology exam. Statistics for this semester are looking bright.

Thomas Gray, a previous homeschool student and recent graduate of SCC, was accepted into the Air Force Academy.

It was recommended doing student of the week or month by recognizing students on the screens with a short biography and candid shot of them. Also, make it open to all students nominated by anyone.

CTE is rescheduled for March 20.

Employee Appreciation email discussion. Supervisors are encouraged to make an appointment to complete their employee appreciation card.

JoElla inquired about the new hire process for adjuncts. There was discussion about the new hire process. Dr. Teske is going to talk with Rhiannon in HR about the process and make sure our chairs are being notified promptly of the approval.

HLC status inquiry from the team. Dr. Teske informed the team that we submitted final responses.

## IV. Professional Programming Monitoring Report Presentation- Mandy

Mandy presented an overview of the report, which will be submitted to the Board of Trustees for its first reading. The report highlights efforts to prepare students for employment, internships, and entry-level positions.

## V. Summer and Fall Schedule

### A. Meet with SA March 6

Student Affairs has sent back the summer schedule feedback. We will hear about fall recommendations at our meeting on March 6 and we need to make improved, intentional conversations. Chairs discussed some courses they would like to add or change.

## VI. Budget Update (explain capital equipment list)

We are on track for our timeline. Dr. Teske is only waiting on one thing, Skill Grader, that AH/Nur wants to use and maybe CTE. Dr. Teske has until March 15 to make changes. She explained the equipment list and how it corresponds between divisions and departments and how it utilized in the budgeting process. Dr. Teske further explained how to identify the funding sources on the spreadsheet.

We do not budget for copiers, copier supplies, "community use" items, or whiteboards; these items go through administrative services. If we know these items need to be replaced or replenished, you need to email a list to Brandy. Anything that is for individual use, these items will come out of your budget. Dr. Teske removed those items from the spreadsheet and sent them to the business office.

## VII. Faculty of the Year website: https://shawneecc.edu/faculty/

Dr. Teske demonstrated the new Faculty of the Year listing on the website.

## VIII. Leadership Styles- Google Doc: https://docs.google.com/document/d/1oELmOOplVPWgIGwxH_l3p_rDE1sUVE8D8_SPFLGwZ-s/edit?usp=sharing

### A. Complete and we will review at next meeting

Dr.. Teske will share it with everyone. Anyone that needs to complete it, please do so before the next meeting.

## IX. Board Book Items of Interest: https://shawneecc.edu/wp-content/uploads/2025/02/25.02.27-Board-Book.pdf

Dr. Teske is considering requesting one of our meeting weeks to be right before the board meeting in order to discuss the board book topics and the listing. She wants to make sure

everyone is informed using the communications that are available. It's critical we read the board book for communication about the college plans and future actions.

**A. Program Costs/Tuition and Fees**

Dr. Teske reviewed the recommendation memo from the board book and explained it to the team to understand the rate adjustments recommendations from the board finance committee. Discussion about how that will impact students, financial aid, and outside funding sources (e.g., WIOA) complications.

**B. Dreamscape**

Dr. Teske encouraged the team to review the recommendation project regarding DSL to remain informed on the status of the project.

**X. Informational: AI in the Learning Environment Operating Standard** – tabled.

**XI. Adjournment** @ 3:00 p.m.