Executive Council Minutes
09.25.25 10:00 am, Founders & via Zoom

Meeting Facilitators: Sheryl Ribbing, Co-Chair and Ginger Harner, Chair
Roll Call:

√	Dr. April Teske		
	Chris Clark		***Co-Chairs – As invited***
√	Lorena Hines (via Zoom)		
	Dr. Nicolaides	√	Rachael Trotter (AA)
√	Becky Hawes	√	Christina Wright (AS)
	Felicia Rouse		Kayla Sauerbrunn (HR)
√	Rhiannon Martin		Pending, (SA)
	SAC Chair		
	Jeff McGoy		
	Dr. Robinson Karunanithy		***Ad Hoc – As invited***
√	Sheryl Ribbing, Co-Chair		
	Ginger Harner, Chair		
√	Dwayne Fehrenbacher		*Dr. Kristin Shelby*
√	Tina Dudley	√	*Kevin Hunsperger*
√	Dr. Tim Taylor, Advisory		

I. Call to Order
Sheryl called the meeting to order at 10:01 am.

II. Approve Minutes of August 28, 2025
Dr. Teske made a motion to approve the August 28, 2025 meeting minutes, with a second by Rhiannon. All members voted in favor and the motion carried.

III. Additions to the Agenda
A4100.50 Alternate/Remote Work Assignment Operating Standard was distributed in print form and will be discussed under Human Resource Council Agenda Item VIII.

IV. Council/Team Updates (Provided via Blurb upon Call Out)

Councils	Chair/Co-Chair
Academic Affairs Council	**Dr. Ian Nicolaides/Rachael Trotter**
Academic Leadership Team	Dr. April Teske
Student Academic Assessment Team	Sheryl Ribbing
Curriculum & Instruction Team	Dr. Kristin Shelby
Student Affairs Council	**Chair/CoChair is Pending**
Student Affairs Leadership Team	Jeff McGoy
Recruitment & Enrollment Team	Kevin Hunsperger
Student Experience Team	Erin King
Human Resources Council	**Kayla Sauerbrunn/Rhiannon Martin**
Employee Relations Team	Dr. April Dollins/Karen McGoy
Administrative Services Council	**Dwayne Fehrenbacher/Christina Wright**
Administrative Services Leadership Team	Chris Clark
Business & Finance Team	Brandy Woods
Facilities Management Team	Dwayne Fehrenbacher/Tim Cornwell

IV. Rachael and Dr. Teske provided the following updates for **Academic Affairs**:

- Curriculum & Instruction
  Allied Health New EMT Certificate/Course Offerings contingent on Board and ICCB Approval, Emergency Vehicle Operator and change EMT course from 1.6 to 1.2 contingent on ICCB
  Approval
  CTE- Program Change: Automotive Maintenance/Light Repair courses. New one-year Certificate
  in Power Sports and new course offerings contingent on Board and ICCB Approval. Transfer courses in Humanities and Social Sciences- remove some prerequisites and changed the ECE prefixes to EDU.
- Academic Leadership Team
  Working on dual credit progress/check-in processes, intersession and spring scheduling, college status report data for Institutional Effectiveness, reviewed A1000 OSs, and reviewed the draft Strategic Plan. Hosted guest speakers Anita Gentry, Director of Enrollment, and Jeremy Holley, Executive Director of Five County Regional Vocational System
- SAAT
  Sheryl reported the team met on September 22 and reviewed input/comments from Assessment Day and developed an action plan, reviewed A1000 OSs.

IV. Kevin provided the following updates for **Student Affairs**:

- Recruitment & Enrollment is winding down its event year with parades and looking ahead to 2026. Anita has some wonderful ideas that include engagement of student clubs and organizations.
- Navigate360 will offer some great information as it utilized more.

IV. Rhiannon provided the following updates for **Human Resources**:

- Employee Relations Team chose the October Super Saint and are making final decisions on employee appreciation events for November and December.
- Human Resource Council revamped the HR policy framework and are reviewing additional changes to the Professional Conduct OS.

IV. Dwayne & Tina provided the following updates for **Administrative Services:**

- Administrative Leadership Team met on September 9 & September 23. Tina encouraged all members review the minutes that are posted on the Website. These provide a detailed update of the day-to-day maintenance and IT activity.
- Facility Team met on September 17 and reviewed the 5 Operating Standards (OSs) related to the Administrative Policy Development/Framework, Definitions, Shared Governance Manual, etc.
- Business & Finance was cancelled as the Auditors were onsite. They have been on campus for 6 days.
- Administrative Services Council was cancelled for September, however, the Council did receive the 5 OSs related to the Administrative Policy Development/Framework, Definitions, Shared Governance Manual to review prior to meeting on October 20.

V. Administrative Services Council

There were no policies or OS submitted for review.

VI. Academic Affairs Council

There were no policies or OS submitted for review.

VII. Student Affairs Council

A. CARES Policy
B. CARES Operating Standard

Since this Policy/Operating Standard intermingles with other areas related to behavior intervention and risk management, and without appropriate context for discussion, the Council is sending these back for further review.

Dr. Taylor will work with Jeff and his team to dive deeper into the cross-functional areas of the College.

VIII. Human Resource Council

A. A4100.50 Alternate/Remote Work Assignment Operating Standard (OS)

This OS (in many drafts) had been discussed in Employee Relations Team and HR Council since April 2025. The intent of the draft submitted to this council is to have flexibility but also to allow for remote work assignment (and to have measurable outcomes) and be equitable among all employees. The intent is also, only, for short-term work assignments. Also, related to the area of Definitions, the intent is to link those, to areas on future forms, that will accompany the OS.

Executive Council discussion included:

- ❖ Dr. Taylor requests employee input before EC approval;
- ❖ Needs review by all other councils (Administrative Services, Academic Affairs, Student Affairs);
- ❖ Those Councils should include on their future Agendas;
- ❖ Place "draft" watermark on this version (25.09.25 version presented to EC);
- ❖ November 2025 is the target date for bringing feedback, back to Executive Council.

IX. Executive Council

A. A1000.00 Administrative Policy & Operating Standard Framework **(2nd Read)**
   - ❖ Maintain consistency in the use of the term instrument versus tools.
   - ❖ Frequency of review will be at a minimum of five years versus three years.

   Dr. Teske made a motion to approve A1000.00 with a second by Becky. All members voted in favor and the motion carried.

B. A1000.05 Policy & Operating Standard Development, Review, & Approval
   - ❖ The green highlights indicate that links will be inserted at a later date.
   - ❖ Second read will go to the October 23, 2025 Meeting.

C. A1000.10 Developing Operating Standards **(2nd Read)**

   Dr. Teske made a motion to approve A1000.10 with a second by Rhiannon. All members voted in favor and the motion carried.

D. A1000.15 Definitions List Management **(2nd Read)**
- ❖ Reminder to members, to use this list (as your definitions) as Councils are developing Operating Standards so there are no conflicts.

Rhiannon made a motion to approve A1000.15 with a second by Kevin. All members voted in favor and the motion carried.

E. A1000.20 Shared Governance Manual Management
- ❖ Dr. Taylor noted that this OS is how "we manage the Manual"; the use of a print copy versus the online management version always being the most accurate version.
- ❖ Remembering, the green highlights note there will be linkage forthcoming.
- ❖ Sheryl will be sharing this OS with Jesse as we see more SCEA Union involvement for Faculty.
- ❖ Second read will go to the October 23, 2025 Meeting.

F. Mission, Vision, Value (First Read)
The Mission, Vision, Value First Read of the Strategic Plan had been presented to the Board of Trustees at the September 18, 2025 Board Meeting.

X. Adjournment
Christina made a motion to adjourn at 11:26 am, with a second by Dwayne. All members voted in favor and the motion carried.

Next meeting is October 23, 2025 @10:00am in the Founders Room and via Zoom.
Agenda will include 2nd read on
- A1000.05 Policy & Operating Standard Development, Review, & Approval
- A1000.20 Shared Governance Manual Management