



## Academic Leadership Team Minutes

October 28, 2025  
1:00-3:00 p.m.

x	Lori Armstrong	x	Dr. Kristin Shelby	x	Dr. April Teske
x	JoElla Basler	x	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	x	Brandy Woods, guest	x	Chris Clark, guest

- I. Call to Order** at 1:05 p.m. by Dr. Teske
- II. Approve October 14, 2025 Minutes** A motion to approved the minutes as presented was made by Ginger and seconded by Lori. All approved.
- III. Anything for the group?**  
Wendy told the team about Cosmetology is having Spook-tackler on Wednesday. She encouraged the team to come out and vote from 10:30-12:30. The raffle gets drawn on Wednesday and all the raffle proceeds go to Look Better, Feel Better in Carbondale. The volleyball team contributed the donation.

Wendy told the team about receiving an invitation to Six Flags for makeup course during their Halloween event. Some of our students' makeup work was displayed on some ads for Six Flags Mid America.

Dr. Muckler informed the team the Billiards Club is doing a raffle to fund new billiard's equipment.

Lori received notification from Danielle that the BIO 0111 submission finally got full IAI approval.

Lori talked about completing more online training for the grant received. SIU should be able to submit the IRB. Once that finished, we can start a recruitment plan for STEM faculty to implement flipped classroom.

Dr. Teske announced we got official/unofficial notice that HLC submit to approve the business CBE. They only asked for one clarifying question that we were able to answer quickly. Additionally, Dr. Taylor said that once we got our 2<sup>nd</sup> program approved, he would allow for the CBE advisor to be posted. This will make the second program, and we will be able to post that soon. Further, Dr. Muckler reminded us we only needed two

programs approved before you can start making more programs CBE. Dr. Muckler is currently working with Mandy to make Phlebotomy a CBE certificate. The next big program will be the Computer IT program. The intention is to hire that person, with course release to write and develop it. Ginger inquired about the implications with financial aid. Dr. Teske explained all the requirements are the same. We have a plan for students to start CBE, which is with four hours enrolled. This allows for students to determine if they can handle that load. Financial Aid will check in on them at certain checkpoints to make sure they are still meeting requirements.

#### **IV. Budget Q&A; Reminder Items in VI. – Chris Clark, CFO & Brandy Woods, Director of Business Services**

Lori talked about one question raised is when the budget was cut across the board that no one was notified. Lori used the example of when she had inquired about a purchase with IT, it was then she learned that item got cut from the budget. Chris recommended he could make a list of changes made per department and send it out to help with communication.

Dr. Teske and JoElla talked about room technology budget. Who does that go to? Chris recommended making a document for room technology requests/ inquiries status similar to the equipment spreadsheet. It was expressed there is confusion about which budget it is out of. Room technology goes through Dwayne and uses a specific budget for those items. Chris gave instruction to email Dwayne what is needed. Lori acknowledged it is just not technology, but things like white boards or podiums. Chris believes it should come out of facilities budget. JoElla asked how do we communicate that? Chris thinks we need to do the same process with Don as we do with Dwayne. Brandy recommends the requests should go to facility team (FT) meetings. Dr. Teske recommends to identify which one of the FT meetings that chairs and directors could attend to talk about these needs before the budget making process. Lindsay could help with extension center instruction needs. Dr. Teske identified that Kristy could help with grant availability to cover some of those expenses. Ginger talked about helping with the Adult Ed computer situation at Cairo. Which generated the conversation that we are running out of room at extension centers.

JoElla clarified that Lee has a balance to buy some needed instruments. That's still, correct? Yes.

Dr. Teske mentioned that certain courses take in course fees to cover instructional student kits. They write into their budget to cover these instructional student kits, however, they can't see where the fees are collected and where they go. Every spring we are asked to provide the course fees. Wendy knows how much she need for kits for the next academic year. This is something can't get reduced, similar to Diesel for TDR. Chris is going to look into that, instead of having to use the VPAA contingency to cover the kits. Instructional supplies are pretty much bare bones and can't be cut. Mandy would rather see travel expenses cut instead of instructional supplies for students. Lori is concerned there isn't correlation between the lab supplies because it's lacking. Ginger gave some discussion about was items pulled from the budget. If so, there was no way to know, or

what the percentages and where it was from.

Dr. Teske brought another concern that comes up is about Helpdesk Tickets. They just say closed. We make the assumption that it's done with no explanation. The tickets are being closed without being entirely completed or without communication about not being able to complete. Chris will look into this and communicate the concerns with the teams that handle Helpdesk Tickets.

**V. Spring Convocation Planning**

We need to start thinking about the Spring Convocation theme and what we topics we want talked about. Theme recommendations were Winter Wonderland and/or Warm & Fuzzy: wear fun & warm pjs, outerwear, snowball fights, snowman games, gingerbread house building. For speaker, Wendy recommended Daniel Dunworth. He has a really good presentation about student involvement.

**VI. Reminders:**

- A. FY25 CQI findings and new FY26 CQI were due on Oct. 1**
  - B. 3-year equipment lists- update those ongoing now**
    - 1. Quarterly updates will be done to allow for grants**
    - 2. Let me know when any changes are made so I can send to Chris**
  - C. Catalog Review- Changes due end of November**
  - D. Observations and evaluations due December 1**
  - E. NEW position requests due to Chris in December**
- Dr. Teske reviewed the reminders.

**VII. Other Information**

Dr. Teske announced Dr. Melanie Pecord, retired VPAA from John A Logan, is contractual consultant for VPAA. She will be here just a few days a week starting November 10<sup>th</sup>.

Nov 11 is the next ALT meeting, however, it's Veteran's Day. Do we want to reschedule? Lori suggested scheduling a Meet & Greet with Dr. Pecord. It was decided that we can do a Meet and Greet at the end of AAC from 3-4 to meet her. Dr. Teske will send an invite out to all full-time faculty.

The ASPEN Institute selects community colleges, meeting certain indicators, to apply to be an ASPEN Institute college. Colleges usually aspire to earn this recognition. We are one in 200 acknowledged this year; more specifically, we were one of 22 in Illinois. There is documentation we have to submit to be considered for each recognition level. This recognition will help with receiving grants and other sources.

**VIII. Adjournment** at 2:08 p.m. by Dr. Shelby and seconded by Becky. All approved.

"Great leaders are great servants. They have a genuine concern for the people they lead and they're always looking for ways to make their people better".

~Simon Sinek