



**Academic Leadership Team Agenda  
February 24, 2026  
1:00-3:00 p.m.**

	<b>Lori Armstrong</b>		<b>Dean of Transfer</b>	<b>x</b>	<b>Dr. Melanie Pecord</b>
<b>x</b>	<b>JoElla Basler</b>	<b>x</b>	<b>Kristy Stephenson</b>		<b>Teale Betts</b>
<b>x</b>	<b>Dr. April Dollins, DON</b>	<b>x</b>	<b>Rebecca Steinmetz</b>		<b>Coordinator of Innovation</b>
<b>x</b>	<b>Wendy Harris</b>	<b>x</b>	<b>Dr. Ian Nicolaides</b>	<b>x</b>	<b>Lindsay Johnson</b>
<b>x</b>	<b>Ginger Harner</b>			<b>x</b>	<b>Dr. Taylor, guest</b>

**I. Call to Order** at 1:02 by Dr. Pecord.

**II. Approve February 10, 2026 Minutes** A motion to approve the minutes as presented was made by Kristy, seconded by Ginger. All approved.

**III. Items for Discussion**

**A. 28-29 Academic Calendar**

Becky presented three options for 28-29 Academic Calendar. She made the recommended changes to calendar previously submitted. She made two other options as requested by the team from the last meeting. Option B has a Spring 29 start date of Tuesday, January 16, 2029. Option C proposed a Wednesday start date for Spring 2029. Becky added that student affairs and the financial aid office preferred option B. A motion to adopt Option B calendar was made by Dr. Nicolaides and seconded by Wendy. All approved.

**B. Strategic Plan 2026-2030**

Dr. Pecord recapped the presentation of the strategic plan at the last meeting. She extracted out what the goals are for academic affairs. These goals will be discussed at the upcoming retreat on Monday. She asked the team for feedback or recommended priorities to recommend at the retreat. The team can take time to look the initiatives deeper and email Dr. Pecord their feedback. Dr. Taylor emphasized we need to prioritize those that will move us forward.

**C. CCSSE (See attached questions)**

This semester some courses will participate in the CCSSE survey. Dr. Pecord has been working with Dr. Shelby, Mindy, and Anita to utilize CCSSE for own survey at the same time. This prevents students from being intonated with surveys. Dr. Pecord presented the questions identified to get the information we need from the students.

**D. Operating Standard**

**1. A4200.25**

Dr. Pecord presented the Operating Standard A4200.25 that covers leave. In conversations with Felicia, this standard is to address the different types of leave. If you have any question or concerns, you can direct those directly toward Felicia or Dr. Pecord. Dr. Pecord is collecting feedback to present to Felicia. Conversations were had about supervisor responsibilities, leave, and FMLA. There were suggestions to

present a version to the college before and after the approval for informed implementation. Additional suggestions were to make the leave policy separate from the FMLA policy to prevent confusion in language or topics throughout the standard. Part time staff are now accruing leave. This standard does not address their leave benefits.

**IV. New Business**

**V. Old Business**

**VI. Other**

Members of the team shared their confusion about the hiring and onboarding process for adjunct instructors. The team recommends inviting HR to a meeting to explain the process and timeline expected for hiring adjuncts.

The team asked about the scheduling procedures. Becky has submitted a Master Summer 26 schedule to Student Affairs. She will be submitting the Master Fall 26 in the morning. On March 6, there is a meeting with student affairs for final review. Becky will be working with the administrative assistants on March 16 to enter the schedules.

**VII. Announcements**

Ginger announced she had four students graduate this week.

Ginger has been working with WIOA to utilize their youth funds to make workforce/academic plans with students encourage higher education enrollment. Additionally, this helps allow for a smooth transition from adult education to higher education.

**VIII. Adjournment** A motion to adjourn was made by JoElla, seconded by Dr. Nicolaides. All approved