



Executive Council Minutes
May 28, 2026, 10:00 am, Founders & via Zoom

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

Roll Call:

☒	Dr. Melanie Pecord	☐	
☐	Chris Clark	☐	Co-Chairs - As invited
☐	Lorena Hines	☐	
☒	Dr. Nicolaides (via Zoom)	☐	Rachael Trotter (AA)
☒	Becky Hawes	☐	Christina Wright (AS)
☐	Dwayne Fehrenbacher	☐	Kayla Sauerbrunn (HR)
☒	Rhiannon Martin	☐	Dorie Wilburn, (SA)
☒	Erin King	☒	Tim Cornwell (AS)
☒	Jeff McGoy	☐	
☒	Dr. Robinson Karunanithy	☐	Ad Hoc - As invited
☐	Sheryl Ribbing, Co-Chair	☐	
☒	Ginger Harner, Chair	☐	
☐		☐	
☒	Tina Dudley	☐	Kevin Hunsperger
☐	Dr. Tim Taylor, Advisory	☐	Felicia Rouse

I. Call to Order

Ginger called the meeting to order at 10:03 am.

II. Approve Minutes of April 23, 2026

Jeff made a motion to approve the April 23, 2026 minutes as written with a second by Erin. All members voted in favor and the motion carried.

III. Additions to the Agenda

There were no additions to the agenda.

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

Councils	Chair/Co-Chair
Academic Affairs Council	Dr. Ian Nicolaides/Rachael Trotter
Academic Leadership Team	Dr. Melanie Pecord
Student Academic Assessment Team	Sheryl Ribbing
Curriculum & Instruction Team	Ginger Harner
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. Dr. Nicolaides reported the following updates for Academic Affairs

- **Curriculum & Instruction**
No Report
- **Academic Affairs Leadership Team**
The Academic Leadership Team met on May 12, 2026, to review progress on the 2026-2030 Strategic Plan, with Academic Affairs leading initiatives focused on dual credit, dual enrollment, and early college and career exploration through the OMD and RAMP grants. The team discussed updates related to WIDS access, Simple Syllabus administration and functionality, proposed grading operating standard revisions, and requested feedback for the Shared Governance Manual review. Additional updates included NC-SARA reporting, VPAA candidate campus visits, program review timelines, and upcoming commencement and pinning ceremonies.
- **SAAT**
No Report
- **Academic Affairs Council**
The Academic Affairs Council met on May 11, 2026, to discuss revisions to the Shared Governance Manual, proposed AI operating standards for students, and updates to grading standards to align with federal financial aid requirements. The council approved recommended changes related to incomplete grades and received updates on the 2026-2030 Strategic Plan, Simple Syllabus access, and prioritization of outstanding Academic Affairs operating standards. Additional updates included NC-SARA reporting efforts and the upcoming final VPAA candidate campus visit.

IV. Erin had provided the following updates for Student Affairs:

- **Recruitment & Enrollment**
No quorum but did discussed involvement over the summer months.
- **Student Experience**
Met via Zoom on May 19th. Presented and discussed schedules for both Student Health & Wellness topic series & Life 101 topic series for the 2026-2027 school year; and options for availability at extension centers and online. Discussed items presented by Student Athletic Advisory Council, most are being addressed outside of this team. Discussed need for procedure for injury/illness on-campus situations. Review Campus Safety Plan and see how it may already address this. Discussed potential changes/additions for the Spring 2027 Commencement season; concerns about SCC vehicle mechanical-maintenance; and bathrooms on both sides of Library.
- **Student Affairs Leadership Team**
Met on May 5th. Discussed A3300.15 Adding, Dropping & Withdrawal from courses OS. Updated based on notes/suggestions sent back from Dr Taylor & EC. Ready to send back to Executive Council for second read. Considering changing meeting day/time based on needs of members. Will survey and discuss moving forward.
- **Student Affairs Council**
No quorum, no meeting.

IV. Rhiannon provided the following updates for Human Resources:

- **HR Council**
Met virtually for the month of May, no new business but did approve the minutes from April's meeting.
- **Employee Relations Team**
Met virtually for the month of May, no new business but did approve the minutes from April's minutes.

IV. Tim provided the following updates for **Administrative Services:**

- **Administrative Leadership Team**
 - Meetings on: April 28, May 5, May 12 and May 26 - detailed minutes can be viewed on the website, however include:
 - Reviewing weekly projects and day to day activity, functionality, office and event needs and continuous infrastructure needs.
- **Facility Team** met on May 20
 - Shared & discussed Animals on Campus OS to Councils via VP's;
 - Campus Safety Plans Under Review (All Extension Centers/Main Campus);
 - Discussed Green Dot Training Opportunities;
 - Reviewed a request for use of the UCEC Parking Lot by a local business owner;
 - Construction Updates;
 - Reviewed Nursing Faculty Furniture Requests; and
 - Discussed potential updates to the Team structure in preparation of the Shared Governance Manual annual revisions.
- **Business & Finance** met on May 19
 - Working on Capitalization, Valuation, and Depreciation OS
- **Administrative Services Council** met on May 18
 - Shared & discussed Animals on Campus OS
 - Strategic Plan Updates with emphasis on 4.2.B. Improving Technology Infrastructure;
 - Budget & Year-end Reporting;
 - Construction updates, with three projects currently underway on Main Campus;
 - Discussed potential updates to the Council structure and meeting times in preparation of the Shared Governance Manual annual revisions.
 -

V. **Administrative Services Council**

There were no policies or OS submitted for review.

VI. **Academic Affairs Council**

A. **A2200.15 Grading Operating Standard**

The Operating Standard (OS) was presented with updates that included bringing into alignment with Federal Financial Aid processes; updating language to be clear, transparent and indicating the overall impact on the student.

Dr. Pecord made a motion to approve the OS with a second by Jeff. All members voted to approve and the motion carried.

VII. **Student Affairs Council**

There were no policies or OS submitted for review.

VIII. **Human Resource Council**

A. **A4100.50 Alternate/Remote Work Assignment OS**

Rhiannon presented the OS for approval as it has now been in effect since December 2025. Members requested a summary of updates. It was noted that changes included:

Clarifications to the frequency of requests; Types of requests allowed; and Guidelines for working from Extension Centers.

The current A4100.50 as available on the website was displayed in order to provide a guide to locate the changes within the new OS presented. Members discussed particulars, i.e., “no more than three times per year”.

It was suggested that the details of the changes be taken to Cabinet for a deeper dive into the changes.

Rhiannon made a motion to table the approval of the OS, with a second by Becky. All members voted in favor and the motion carried.

IX. Executive Council

A. Strategic Plan

For a point of clarity and information, Tina shared a “snapshot” of the initiatives (available on the Policy drive) for members to view.

X. Adjournment

Erin made a motion to adjourn at 10:51 am, with a second by Jeff. All members voted in favor and the motion carried.

Next meeting is June 25, 2026 @10:00am in the Founders Room and via Zoom.

Agenda Items May Include First or Second Reads on:

- A3000.15 Adding, Dropping, Withdrawal from Courses OS
- A5500.25 Capitalization, Valuation, and Depreciation OS
- A7400.05 Animals on Campus OS