



Executive Council Minutes  
April 24, 2025 @10am  
Founders Room and via Zoom

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

**Roll Call:**

<input checked="" type="checkbox"/>	Dr. April Teske	<input type="checkbox"/>	
<input type="checkbox"/>	Chris Clark	<input type="checkbox"/>	<b>Co-Chairs - As invited</b>
<input checked="" type="checkbox"/>	Lorena Hines	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Mindy Ashby	<input type="checkbox"/>	Keyarra Blissett (Student Affairs)
<input checked="" type="checkbox"/>	Becky Hawes	<input type="checkbox"/>	Dwayne Fehrenbacher (Admin Svcs)
<input checked="" type="checkbox"/>	Felicia Rouse	<input type="checkbox"/>	Kayla Sauerbrunn (DEIB)
<input checked="" type="checkbox"/>	Jeff McGoy	<input type="checkbox"/>	Danielle Boyd (Student Affairs)
<input checked="" type="checkbox"/>	Jesse Smith-Fulia	<input type="checkbox"/>	
<input type="checkbox"/>	Lee Van Alstine	<input type="checkbox"/>	<b>Ad Hoc - As invited</b>
<input checked="" type="checkbox"/>	Sheryl Ribbing, Chair	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Ginger Harner, Co-Chair	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Blake Goforth	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Tina Dudley	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Dr. Tim Taylor, Advisory	<input type="checkbox"/>	
			Sabrina Black
			Dr. Kristin Shelby
			Kevin Hunsperger
			Mike McNally

**I. Call to Order**

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

**II. Approve Minutes of March 27, 2025**

Ginger made a motion to approve the March 27, 2025 meeting, with a second by Jeff. 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 Blurb upon Call Out)**

Councils	Chair/Co-Chair
<b>Academic Affairs Council</b>	<b>Blake Goforth/Lorena Hines</b>
Academic Leadership Team	Dr. April Teske
Academic Standards Team	Mandy Hannan
Student Academic Assessment Team	Mike McNally
Curriculum & Instruction Team	Dr. Kristin Shelby
<b>Student Affairs Council</b>	<b>Mindy Ashby/Keyarra Blissett</b>
Student Affairs Leadership Team	Jeff McGoy
Recruitment & Enrollment Team	Carrie Davis & Mandy Palmer
Student Experience Team	Danielle Boyd & Teale Betts
<b>DEIB Council</b>	<b>Kayla Sauerbrunn/Felicia Rouse</b>
Cultural & Community Engagement Team	Mindy Ashby
Employee Relations Team	Dr. April Dollins

<b>Administrative Services Council</b>	<b>Ginger Harner/Dwayne Fehrenbacher</b>
Administrative Services Leadership Team	Chris Clark
Business & Finance Team	Brandy Woods
Facilities Management Team	Don Koch

## **UPDATES:**

### **Administrative Services**

Ginger provided the following updates:

- Expressive Activity A7300.20 Operating Standard (OS) is on this Agenda for review by the Council. The Administrative Services Council is also cleaning up missing pieces, aligning policy for the OSs that have been approved.
- Facility Team did not meet in April; however, the Campus Clean Up Day has been scheduled for May 9 and organizational plans have been shared. Work continues with Field Appraisers due to our recent storm damage. The team will be reviewing Protection of Information Assets OS.
- The Business/Finance Team presented A5200.520 Disbursements to the Council for review. The Team continues to review resource allocations and linking those to the College's Strategic Plan/Student Assessment Plan.
- Administrative Services Leadership Team meets on a weekly basis for weekly review of day-to-day needs/plans.

### **Student Affairs**

Mindy provided the following updates:

- A43100.60 Advanced Placement (including feedback from Dr. Taylor) was reviewed again by the Student Affairs Council and the A3100.20 Access to Student Records (FERPA) is on this Agenda for a second review.
- Student Experience Team is developing micro surveys in the hopes to gather timely student feedback. Preparations are underway to make the First Year Experience (FYE) course available to all students beginning with the Fall 2025 Term.
- Recruitment & Enrollment Team is exploring strategies to engage/involve past students, as well as focus recruitment efforts on non-traditional and Veteran student populations. The Team is also identifying opportunities to recruit at local businesses and community organizations.

### **Academic Affairs**

Blake and Dr. Teske provided the following updates.

- Academic Affairs Council did not meet face to face in March, but did have email communication.
- SAAT did not meet in March. Dr. Muckler is currently working on projects in WIDS. Mike downloaded everything from Weave before the contract expired on April 16; he is also working to develop an individualized-level assessment tool in Moodle. SAAT is scheduled to meet on April 28.
- There is no report from C&I.
- There is no report from ALT.
- There is no report from AST.

## **DEIB**

Felicia shared the following updates:

- The Cultural/Community Engagement Team did not have enough members present for the April 9 meeting. The Team has communicated via email, noting on May 14<sup>th</sup> all will wear the color green in reference to Mental Health Awareness Month.
- The Employee Relations Team met April 15: April is Occupational Therapy Month – a workstation ergonomics self-assessment was provided to each employee. Rachael Trotter is available for additional assistance if needed, to provide an assessment of workstations. Professional Development tracking form has been updated with specific categories (conferences, workshops, webinars, etc.) The SCC Kudos are receiving a lot of feedback.
- The DEIB Council met on April 10 and is presenting A4100.45 Temporary Remote Work Assignment OS for review by the Council. Lastly, DEIB continued to work on OS for Acting and/or Interim Employee Assignment and Lateral Transfers.

## **V. Administrative Services Council**

### **A. A5200.05 Purchasing and Bidding**

This originally was approved in February 2025, however the timeline for the bidding process was included for clarity. Dr. Teske is meeting with Chris and Brandy to confirm the actual practice matches to the current process.

*Ginger made a motion to table A5200.05 until the meeting is conducted. Jeff seconded the motion. All members voted in favor and the motion carried.*

*The meeting for clarification is scheduled for May 2.*

### **B. A5200.20 Disbursement**

*Jeff made a motion to approve A5200.20, with a second by Blake. All members voted in favor and the motion carried.*

### **C. A7300.20 Expressive Activity**

*Ginger made a motion to approve A7300.20 with a second by Becky. All members voted in favor and the motion carried.*

## **VI. Academic Affairs Council**

### **A. A2000.45 Continuing Education**

Discussion included:

- Clarification of “exam preparation” under the Definitions section (these exams refer to workforce-related examination preparation as we can be asked to be a provider of an exam based on what the ask is, i.e., work keys, continuing education, workforce).

*Blake made a motion to approve A2000.45 with a second by Ginger. All members voted in favor and the motion carried.*

**B. A2000.50 Workforce/Contract Education**

- The header box will need to be updated with laws, standards, and HLC Criterion.

*Blake made a motion to approve A2000.50 with a second by Ginger. All members voted in favor and the motion carried.*

**C. A2000.55 Professional Licensure**

Dr. Teske noted this OS was written as a reflection of what Academic Affairs does and incorporated “heavy” effort with Student Affairs as well.

Discussion included:

- This OS could benefit from definitions (NC SARA, certification, licensure, etc.);
- Clarification of the point “no cost to students” as that may not always be the case;
- Include as part of the purpose, “how do our programs prepare our students for licensure in other states”;
- Student Support Services section to include update to formatting based on the removal of language and clarifications to “at no cost...” and which licensure exams (Cosmo, Nursing, CDL, OTA, etc.).

*Blake made a motion to return A2000.55 to Academic Affairs; Jeff seconded the motion. All members voted in favor and the motion carried.*

**D. A2300.35 Faculty Orientation**

Discussion included:

- Font needs updated;
- Connection to new employee orientation;
- Include in the Faculty Handbook;
- Make this all inclusive (including Adjunct and Dual Credit faculty) and include the agenda used during Adjunct/Dual Credit Orientation;
- Ensure this is task-based orientation with no cross-over into Human Resources (HR);
- Remove references to onboarding to Payroll, Benefits, Compliance Trainings as these are a part of the HR onboarding;
- Clarification of MySCC introduction to include Faculty Resources reference.

*Blake made a motion to approve A2300.55 with consideration to the changes noted above; Felicia seconded the motion. All members voted in favor and the motion carried.*

**VII. Student Affairs Council**

**A. A3100.20 Access to Student Records (FERPA)**

Discussion included:

- Update a sentence with the Statement area, to read .....”electronic notice to the students SCC email accounts **and** will be outlined....”.

*Blake made a motion to approve A3100.20 with the edit to a sentence, Ginger seconded the motion. All members voted in favor and the motion carried.*

## **VIII. DEIB Council**

### **A. A4100.45 Temporary Remote Work Assignment**

Discussion included:

- Title of “Temporary Remote Work Assignment”, including the word “alternate”, removing the word “remote”;
- Including those scenarios that are “NOT” permitted;
- Establishment within the guidelines of what defines alternate/remote may be beneficial;
- Consideration to all employees (i.e., Procedure section, opening up for Vice President/President approval); and
- Have one OS that would include temporary assignment and remote work guidelines.

*Sheryl made a motion to return A4100.45 to the DEIB Council, with a second by Becky. All members voted in favor and the motion carried.*

## **IX. Executive Council**

There were no policies or operating standards to review; no report. However, Ginger sought clarification on how we were handling definitions. Dr. Taylor noted that currently, definitions are embedded within the Operating Standards. The hope is (in the future) to create an external definitions document.

## **X. Adjournment**

Jeff made a motion to adjourn at 11:33am with a second by Dr. Teske. All members voted in favor and the motion carried.

Next meeting is May 22, 2025 @10:00am in the Founders Room and via Zoom.

Future Agenda Items Include:

- A9000 Institutional Advancement
- Pulling HR Policies/Operating Standards “out” of DEIB and make their own “tab”
- DEI A4000 Series that was given back to EC (A4900.05, etc)

A4900.05 Alcohol and Controlled Substances Compliance and Testing

A4900.10 Safe Environment Policy

A4900.15 Smoke and Tobacco-Free Campus

A4900.20 Chronic Communicable Diseases

A4900.25 SCC Emergency Care and Nursing Faculty Responsibilities

A4900.30 Bloodborne Pathogens Exposure Control

A4900.35 **Animals on Campus**

A4900.40 **Behavioral Intervention & Threat Assessment**

A4900.45 **Children on Campus**

A4900.50 **Public Health and Hygiene**