



## Academic Leadership Team Minutes

May 13, 2025  
1:00-3:00 p.m.

x	Lori Armstrong	x	Dr. Kristin Shelby	x	Dr. April Teske
x	JoElla Basler		Kristy Stephenson	x	Teale Betts
x	Amanda Hannan	x	Rebecca Steinmetz		Dr. Dane Muckler
x	Wendy Harris	x	Dr. Ian Nicolaides		Melissa Luttenbacher
x	Ginger Harner			x	Kevin Hunsperger, guest

- I. **Call to Order @ 1:05 p.m.** by Dr. Teske
- II. **Approve April 22, 2025 Minutes** A motion to approve the minutes was made by Dr. Nicolaides and seconded by Lori.
- III. **Dual Credit Instructors used as Adjuncts- Email Rhiannon**

When we are using DC instructors for adjuncts, we need to go through the new hire process for background checks and to be able to get paid. We need to let Rhiannon and Karen know so they can do the HR processes.

#### IV. **Adjunct On-Boarding in NeoEd**

Dr. Teske went over the new platform, NeoEd. NeoEd is used for on-boarding for new faculty and staff. We found when a new person is hired that the chair is getting tasks to do. Dr. Teske is working with HR to identify who should be doing those tasks, which in this case is the lead instructors. The solution is that there will be a checklist that is sent to the chair and they can assign it to the lead instructor to be completed. The chair can monitor if the lead instructor can get completed. The team would like for HR to come to a meeting and explain the NeoEd.

#### V. **Convocation and Faculty Professional Development Day (8/7 & 8/8)**

Start the opening at 9, giving Dr. Taylor about 10 minutes to welcome us back. Sabrina and Dr. Teske should be able to roll out the new mission, vision, and values. Use Jeff as the guest speaker. We will be using the O'hana and luau theme. We will make sure to transition to the special population's information presentation. For the afternoon – booster trainings (HR, purchasing process); Friday morning, professional trainings (WIDS and NeoEd) and faculty meetings

## **VI. Kevin- Branding/Marketing Updates**

Kevin joined us to give updates on new OS regarding branding and marketing. Kevin has identified some our colors are not exact to our specific color number. He is anticipating in mid-summer a brand-new set of guidelines will go out and communicating the correct number to be used to make sure everybody is using colors and branding correctly. The window is old, and we are not to be using that. We will be more particular as we go, and all marketing needs to go through Kevin. Kevin explained there is a method to his social media posts. He is happy to help facilitate any ideas we may have.

## **VII. Leadership Styles- Google Doc DON'T FORGET!**

[https://docs.google.com/document/d/1oELmOOplVPWgIGwxH\\_l3p\\_rDE1sUVE8D8\\_SPFLGwZ-s/edit?usp=sharing](https://docs.google.com/document/d/1oELmOOplVPWgIGwxH_l3p_rDE1sUVE8D8_SPFLGwZ-s/edit?usp=sharing)

## **VIII. Anything else for the group?**

Anticipated expectations for the graduation schedule discussion for this week.

Questions about Mineral emails? Dr. Teske explained that is a training platform for HR.  
Questions about KnowBe4? Dr. Teske explained that this is a training for IT. The team has requested communications from these departments to be able to identify what these things are.

Summer syllabi are not showing up in simple syllabus. Jonathan is working on this and they should be up by the end of the week.

Dr. Shelby reminded the group ICCB program reviews are coming due: Ag, Construction Management, CNA, both nursing, and Fine Arts/Humanities, and Ginger's area.

Faculty Handbook – looks good.

Friday, May 30 – BOT Reports are due for June. The board meeting was pushed up one week, therefore, everything is pushed up one month.

We will leave June 24 at the regular time and cancel if there is nothing to meet about. Then, we will meet July 22 along with the fall scheduling meeting.

Reminder that the Board Book has communications about the happenings in the college.

## **IX. Adjournment** A motion to adjourn was made by Teale, seconded by Lori.