



Executive Council Minutes

07.24.25 10:00 am, Founders & 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 checked="" type="checkbox"/>	Chris Clark	<input type="checkbox"/>	Co-Chairs - As invited
<input type="checkbox"/>	Lorena Hines	<input type="checkbox"/>	
<input type="checkbox"/>	Mindy Ashby	<input type="checkbox"/>	
<input type="checkbox"/>	Becky Hawes	<input type="checkbox"/>	Dwayne Fehrenbacher (Admin Svcs)
<input checked="" type="checkbox"/>	Felicia Rouse	<input type="checkbox"/>	Kayla Sauerbrunn (HR)
<input checked="" type="checkbox"/>	Jeff McGoy	<input type="checkbox"/>	
<input type="checkbox"/>	Dr. Robinson Karunanithy	<input type="checkbox"/>	Ad Hoc - As invited
<input checked="" type="checkbox"/>	Sheryl Ribbing, Chair	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Ginger Harner, Co-Chair	<input type="checkbox"/>	
<input type="checkbox"/>	Blake Goforth	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Tina Dudley	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Dr. Tim Taylor, Advisory	<input type="checkbox"/>	

Sabrina Black
Dr. Kristin Shelby
Kevin Hunsperger

I. Call to Order

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

II. Approve Minutes of June 26, 2025

Dr. Teske made a motion to approve the June 26, 2025 meeting minutes, with a second by Ginger. All members voted in favor and the motion carried.

III. Additions to the Agenda

There were no additional to the agenda.

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

Councils	Chair/Co-Chair
Academic Affairs Council	Blake Goforth/Lorena Hines
Academic Leadership Team	Dr. April Teske
Student Academic Assessment Team	Sheryl Ribbing
Curriculum & Instruction Team	Dr. Kristin Shelby
Student Affairs Council	Mindy Ashby
Student Affairs Leadership Team	Jeff McGoy
Recruitment & Enrollment Team	Carrie Davis & Mandy Palmer
Student Experience Team	Danielle Boyd & Teale Betts
Human Resources Council	Kayla Sauerbrunn/Felicia Rouse
Employee Relations Team	Dr. April Dollins
Administrative Services Council	Ginger Harner/Dwayne Fehrenbacher
Administrative Services Leadership Team	Chris Clark
Business & Finance Team	Brandy Woods
Facilities Management Team	Don Koch

V. Administrative Services Council

Chris and Ginger provided the following updates:

- Administrative Leadership Team met on July 22.
- Facility Team Meeting was cancelled for July and will resume meeting on August 20.
- Business & Finance Team met on July 19.
- Administrative Services Council was cancelled for July and will resume meeting on August 18.

VI. Academic Affairs Council

Dr. Teske provided the following updates:

- Academic Leadership Team is finishing up details for Convocation scheduled for August 7. Items discussed include the Fall Scheduling, classes that may need a boost in marketing, and assigned lead instructors.
- SAAT are scheduled to meet on July 28, with Assessment Day planning, and efficiency in CQI reporting as agenda topics.
- C&I Team does not meet during the summer and its August meeting will focus on the Powersports programming submission to ICCB.

VII. Student Affairs Council

There were no updates provided for Student Affairs.

VIII. Human Resources Council

Felicia provided the following updates:

- There have been no face-to-face meetings, however the ERT and HR Council will be meeting together for the development of policy and operating standards related to professional conduct, dress code, and a few others.

IX. Executive Council

A. A8000.00 Branding OS

The Operating Standard (OS) was presented for a first read.

Discussion included:

- Positive feedback related to Types and Definitions.
- Creating a standalone widget for employees to request branded materials that would contain the specifics/definitions.
- Communication of this new OS to all employees via team meetings, to include Kevin's continued attendance for clarification, etc.
- Allowance of a "grace period" as the change in process/understanding unfolds.

Kevin made a motion to approve as presented. Dr. Teske seconded the motion. All members voted in favor and the motion carried.

B. Shared Governance Manual Structure Updates & Changes

A revised committee structure graphic was shared.

- HR is currently working with Becky regarding updates.
- Student Affairs area still needs to submit update.
- Academic Affairs has submitted changes.
- Administrative Services has submitted changes.

Overall revisions include:

- Assimilation of/or a change in titles (Teams and Councils).
- FY25 Goals updated to FY26 Goals.
- Updates to Scope of Responsibility listed on Committee Charges.

The goal is to have a complete, revised manual draft submitted to Executive Council members at least a week prior to our August 28 meeting, to allow for review.

Dr. Taylor added, the Numbered Policy Status spreadsheet currently on the shared Policies and Operating Standards drive, should be evaluated and updated by those responsible. Example, for the EC tab/series 8000, staff (in this case, Kevin) who oversee a particular grouping, should review the list for relevancy, potential combination into another, etc., as this spreadsheet was originally developed a few years ago.

Also, as the changeover in Team/Council Chairs occurs, the composition list will be updated and appropriate representation will be noted/invited to Executive Council meetings.

X. Adjournment

Dr. Teske made a motion to adjourn at 11:00 am, with a second by Ginger. All members voted in favor and the motion carried.

Next meeting is August 28, 2025 @10:00am in the Founders Room and via Zoom. Agenda items will include review of the revised Shared Governance Manual.

<https://shawneecc-edu.zoom.us/j/4032733480?pwd=Z1BSU0xTVjFvU1VyNWYzUDdtbjNRQT09#success>