



Academic Leadership Team Minutes

September 9, 2025
1:00-3:00 p.m.

x	Lori Armstrong	x	Dr. Kristin Shelby	x	Dr. April Teske
x	JoElla Basler	x	Kristy Stephenson		Teale Betts
x	Amanda Hannan	x	Rebecca Steinmetz	x	Dr. Dane Muckler
x	Wendy Harris	x	Dr. Ian Nicolaides	x	Melissa Luttenbacher
x	Ginger Harner	x	Sabrina Black, Guest	x	Jeremy Holley, Guest
				x	Anita Gentry, Guest

- I. **Call to Order** at 2:06 p.m. by Dr. Teske
- II. **Approve August 26, 2025 Minutes** A motion to accept the minutes as presented was made by Ginger and seconded by Mandy. All approved.
- III. **Introduce Jeremy Holley, Director of Five County Regional Vocational Center**

Jeremy introduced himself and his role with FCRVC. He talked about the role FCRVC has with students in the area. He talked about the needs and opportunities for improvements for students and funding.
- IV. **Introduce Anita Gentry, new Director of Enrollment Services**

Anita introduced herself. She talked about her experience in higher education and that she was ready to start collaborating at SCC.

Dr. Teske introduced ALT individuals. She explained how everyone is organized and their duties. Dr. Teske explained how we can work together for the students. Also, she talked about how we were open to new or better procedures Anita may bring to the table. Discussions emphasized on student scheduling and enrolling.
- V. **Anything for the group?**

Anna Phlebotomy enrollment is up. It's the first opportunity in Anna for Phlebotomy.

Advisor assignment discussion.

FERPA compliance question discussed.

Melissa is having a workforce Quickbooks class using LaKenya Taylor. She is having a

grant writing class in October at the Union Co. Extension. Victor said he had the largest FOS class he has ever had- there was 17.

Questions for Sabrina about who to talk to about information from IE.

A. USA Today ranking

We received USA Today ranking in the top 250 of vocational training schools. One of three or four that got five stars with humanities, social sciences, and science in the state of IL. Kevin will be publishing that soon.

VI. Operating Standards A1000.00, A1000.05, A1000.10- feedback for Dr. Taylor

- A. Yellow highlighting suggests areas to consider and discuss during review (i.e., Dr. Taylor is open to alternative ideas/language).
- B. Green highlighting identifies places where future hyperlinks to other documents could be added.

Team reviewed the OS and discussed the OS from Dr. Taylor. Dr. Teske recorded recommended changes and will discuss those with Dr. Taylor.

VII. Spring Scheduling

Discussed where we are at in the scheduling process and what's upcoming.

VIII. College Status Report data needed

- A. Faculty Reporting Courses that Require Projects, Research Papers & Presentations
- B. Faculty Reporting Use of Group Projects/Learning Communities
- C. Faculty Reporting Use of Learning Activities to Support Multiple Learning Preferences

Gabriel, in IE, has been tasked with completing the College Status Report. He has asked Dr. Teske for the above information. She recommends sending these questions as a Survey Monkey with a reasoning to get best responses. Dr. Teske needs to know just FT or both FT/Adj and needs to clarify question A.

IX. Adjournment at 2:54 p.m.by Dr. Shelby and seconded by Dr. Nicolaides. All approved.