



Academic Leadership Team Minutes

June 24, 2025
1:00-3:00 p.m.

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

- I. **Call to Order @ 1:07 p.m.**
 - II. **Approve May 13, 2025 Minutes** Becky needs to update the initials to names in the second line and an abbreviation. Lori made a motion to accept, and Teale seconded. All approved.
 - III. **Convocation and Faculty Professional Development Day (8/7 & 8/8)**
 - A. **Change in theme**
 - B. **Agenda**

We had to change our theme from a “luau” due to cultural appropriation. We will be having a beach theme. We are still going to do the same menu. Dr. Teske discussed the agenda. Dr. Shelby will talk about HLC and the changes associated with. She will also discuss how the shared governance teams will be affected. Sabrina will be presenting the new mission, vision, and values, updated strategic plan and initiatives. Jeff will present. Dr. Teske will transition from Jeff to the Deans presenting our special populations initiatives. After lunch, HR will present their departmental updates, and there will be an active shooter training.
 - IV. **NEOED Performance module**
 - A. **Faculty Evaluations**

Supervisors are no longer doing 30, 60, 90 days, instead, HR will be meeting with them for those. The supervisor will be only doing the yearly evaluation. They will be coming through that system via email. Expect that soon. After discussion, the team has questions that Dr. Teske will talk to HR about for clarification.
 - B. **Adjunct process**
- Adjuncts are supposed to be evaluated once a year for three years, then once every three-year cycle. Is it correct that the lead faculty member of the course does the adjunct evaluation (for example, dual credit)? The chairs have been doing adjuncts and lead instructors have been doing dual credit. We will clarify with HR whom to notify of the adjunct evaluation. Chairs can ask and assign faculty as they see fit. Training for the evaluation process is requested.

Additionally, any HR issues need to have HR involved per recent email. Dr. Teske will clarify questions and thoughts from the team regarding this email.

New position requisitions will go through NEOED.

V. National Budget Updates (proposed reductions and eliminations)

Discussion about the proposed budget updates and Illinois' preparations to the potential federal changes.

VI. Leadership Styles- Google Doc DON'T FORGET!

https://docs.google.com/document/d/1oELmOOplVPWgIGwxH_l3p_rDE1sUVE8D8_SPFLGwZ-s/edit?usp=sharing

VII. Anything else for the group?

Lori has questions about the college budget. She is curious what was approved. Dr. Teske showed the Board Book with the approved equipment list and new position approvals. Becky will send out a copy of the equipment list from the Board Book to ALT. Lori is concerned about Dr. Karunanithy's salary not being applied to the correct accounts.

Lori submitted cap increase, because the biology sections were all full already.

Dr. Teske added summer's enrollment is up 8%.

Lori requested an updated list of office moves to be able to locate key people.

VIII. Adjournment at 2:30 p.m. A motion was made by Teale and seconded by Lori.