



Academic Leadership Team Agenda

July 22, 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		Dr. Ian Nicolaides	x	Melissa Luttenbacher
x	Ginger Harner				

- I. Call to Order @ 1:03
- II. Approve June 24, 2025 Minutes – next meeting
- III. Fall Schedule
- IV. IT – Logitech and Polycom Rooms
- V. Budget for FY26

A. Begin your spending ASAP; no need to wait

Dr. Teske explained Dr. Taylor's desire for us to start spending our budgets.

VI. HR processes

- A. Evaluations in (Perform) in NeoEd- Rhiannon will conduct trainings- TBA**
B. Faculty Qualifications Review reminders

Academic Staff will continue to have 30/60/90 staff evaluations. HR is completing the evaluations. Faculty evaluations are regular, so they don't need the 30/60/90. HR will be doing a individual trainings on Perform.

Faculty qualification need to be done quickly because of the timeframe of those related to dual credit instructors.

VII. Convocation and Faculty Professional Development Day (8/7 & 8/8)

A. Adjustments to theme

Theme was adjusted to a beach theme to respect the culture.

B. Agenda

Afternoon trainings has changed. HR would rather have one-on-one questions about the benefits etc. HR will be happy to meet with you individually. You just need to make an appointment. We will be doing an active training session in its place. Friday morning will continue with the breakfast, faculty meetings, WIDS training, and IT introducing the new ITV equipment. Department meetings will follow.

VIII. Five County Vocational Center (Jeremy Holley, New Director)

A. Relocation

They will be locating here to the rustic campus in the fish and wildlife building. Five Co Regional Vocational Center has been around for 40-50 years. The idea of it was to have a central location of the five counties to provide vocational programs. The high schools are able to put their students into one place for those vocational programs that may not be able to run without the efforts of additional students.

B. Programming Changes

Student enrollment has dwindled for Five Co. They are looking to partner with us to serve their students in the 26-27 school year.

IX. Anything else for the group?

Teale sent a google doc for dual credit courses that needs the lead instructors confirmed.

Dr. Muckler would like everyone to share the CBE flyers. He's offering chocolate reward for distribution efforts.

Dr. Shelby reminded the team about the ongoing program review. She needs Anna to complete the stakeholder information. Also, she needs all the program review information by August 1 at the latest.

Melissa's working with a community based organization called Rolling In Faith to start developing a class for those with physical and intellectual disabilities (specifically adults with down syndrome), providing sign language and other information to communicate with the deaf or hard of hearing. Be thinking about what we could do for them.

Teale reminded the team about the Dual Credit/Adjunct Orientation Thursday after Convocation. This would be a great time to meet your adjuncts and lead instructors.

Mandy gave kudos to Dorie and Dr. Nicolaides. Dorie had a vision, Dr. Nicolaides brought the vision to life. They setup a life size Bernie operation game for the kids camps and students to play.

X. Adjournment @ 3:00.