



## Executive Council Minutes 10.23.25 10:00 am, Founders & via Zoom

**Meeting Facilitators:** Sheryl Ribbing, Co-Chair and Ginger Harner, Chair

### Roll Call:

<input checked="" type="checkbox"/>	Dr. April Teske	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Chris Clark	<input type="checkbox"/>	<b>Co-Chairs - As invited</b>
<input type="checkbox"/>	Lorena Hines (via Zoom)	<input type="checkbox"/>	
<input type="checkbox"/>	Dr. Nicolaides	<input checked="" type="checkbox"/>	Rachael Trotter (AA)
<input checked="" type="checkbox"/>	Becky Hawes	<input checked="" type="checkbox"/>	Christina Wright (AS)
<input type="checkbox"/>	Felicia Rouse	<input type="checkbox"/>	Kayla Sauerbrunn (HR)
<input checked="" type="checkbox"/>	Rhiannon Martin	<input type="checkbox"/>	Dorie Wilburn, (SA)
<input checked="" type="checkbox"/>	Erin King	<input type="checkbox"/>	
<input type="checkbox"/>	Jeff McGoy	<input type="checkbox"/>	
<input type="checkbox"/>	Dr. Robinson Karunanithy	<input type="checkbox"/>	<b>Ad Hoc - As invited</b>
<input checked="" type="checkbox"/>	Sheryl Ribbing, Co-Chair	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Ginger Harner, Chair	<input type="checkbox"/>	
<input type="checkbox"/>	Dwayne Fehrenbacher	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Tina Dudley	<input checked="" type="checkbox"/>	Dr. Kristin Shelby
<input checked="" type="checkbox"/>	Dr. Tim Taylor, Advisory	<input type="checkbox"/>	Kevin Hunsperger

### I. Call to Order

Ginger called the meeting to order at 10:09 am.

### II. Approve Minutes of September 25, 2025

Becky made a motion to approve the September 25, 2025 minutes as written with a second by Sheryl. All members voted in favor and the motion carried.

### III. Additions to the Agenda

There were no additions to the agenda.

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

Councils	Chair/Co-Chair
<b>Academic Affairs Council</b>	<b>Dr. Ian Nicolaides/Rachael Trotter</b>
Academic Leadership Team	Dr. April Teske
Student Academic Assessment Team	Sheryl Ribbing
Curriculum & Instruction Team	Dr. Kristin Shelby
<b>Student Affairs Council</b>	<b>Chair/CoChair is Pending</b>
Student Affairs Leadership Team	Jeff McGoy
Recruitment & Enrollment Team	Kevin Hunsperger
Student Experience Team	Erin King
<b>Human Resources Council</b>	<b>Kayla Sauerbrunn/Rhiannon Martin</b>
Employee Relations Team	Dr. April Dollins/Karen McGoy
<b>Administrative Services Council</b>	<b>Dwayne Fehrenbacher/Christina Wright</b>
Administrative Services Leadership Team	Chris Clark
Business & Finance Team	Brandy Woods
Facilities Management Team	Dwayne Fehrenbacher/Tim Cornwell

IV. Rachael provided the following updates for **Academic Affairs**:

- Curriculum & Instruction  
Approved courses associated with the new paramedicine program, approved new transfer courses in applied psychology, literature, and music.
- Academic Leadership Team  
Working on Catalog changes, evaluations/observations, academic year 2026 program reviews, and the beginning stages of planning spring convocation.
- SAAT  
SAAT is meeting on October 29 and is working on the Personal Growth & Responsibility GECC rubric and more efficient data gathering/analysis, as well as using WIDS.

IV. Kevin and Erin provided the following updates for **Student Affairs**:

- Recruitment & Enrollment is winding down its event year with parades and looking ahead to 2026. The Team is working to create a consistent and effective presence in the community with focus on increased student participation and more effective messaging.
- Student Experience is working on a Student Wellness Schedule for the next Academic Year, as well bringing in a refrigerator/freezer for the SCC Food Pantry, and seeking input from the students as to what they want. FYE is going strong; it is described as “required”, and is a tuition-waived, transferable elective available to all students. Navigate360 will offer some great information as it utilized more.
- Student Affairs Leadership Team did not meet in October.

V. Rhiannon provided the following updates for **Human Resources**:

- HR Council did not meet in person this month due to SCC Day. Discussion occurred via email regarding Operating Standards A4000.10 Respectful Workplace and A4100.50 Alternate/Remote Work Assignment. Members asked clarifying questions but did not propose any changes or additions at this time.
- Employee Relations Team selected the November Super Saint based on Kudos submitted in October. The team held discussions on Operating Standards A4000.10 Respectful Workplace and A4100.50 Alternate/Remote Work Assignment — questions were primarily for clarification, and no changes were proposed. The team also reviewed a draft of the new Complaint Landing page. A proposal was made to add some verbiage to the student complaint form. The group also discussed the upcoming Literary Masquerade and is finalizing the placement of voting buckets across campuses.

IV. Christina provided the following updates for **Administrative Services**:

- Administrative Leadership Team met on September 30, October 7, 14, 21 and reviewed weekly projects and day to day activity, functionality, office moves and continuous infrastructure needs.
- Facility Team met on October 15 and reviewed the A4100.50 Alternate/Remote Work Assignment OS as well as the revised A7300.00 Facility Usage OS.
- Business & Finance met on October 21 and reviewed the A4100.50 Alternate/Remote Work Assignment OS as well as discussed upcoming operations procedural manual and linkage of those procedures to the Colleges’ Strategic Plan.
- Administrative Services Council met on October 20, reviewed the final edits to A7300.00 and assimilated the feedback from the teams related to the A4100.50 Alternate/Remote Work Assignment OS.

**VI. Administrative Services Council**

**A7300.00 Facility Usage**

This OS was originally adopted in September 2024. The Events Coordinator, now having utilized and applied it for a year, offered up the following edits:

- Updated the Fees, including use of tarps for Gym Floors, Janitorial, A/V Tech, Cancellation Fee, Security, etc.
- Added Definitions
- Clarified Guidelines & Request for Certificate for Insurance
- Creation of a Request for a Waiver of Fees Form
- Blended the newly released OS for Branding/Marketing into this OS

The OS will be converted to the new format prior to posting on the website.

Christina made a motion to approve this OS with a second by Rhiannon. All members voted in favor and the motion carried.

**VII. Academic Affairs Council**

There were no policies or OS submitted for review.

**VIII. Student Affairs Council**

There were no policies or OS submitted for review.

**IX. Human Resource Council**

**A. A4100.50 Alternate/Remote Work Assignment Operating Standard (OS)**

This OS (in many drafts) had been discussed in Employee Relations Team and HR Council since April 2025. The intent of the draft submitted to this council is to have flexibility but also to allow for remote work assignment (and to have measurable outcomes) and be equitable among all employees. The intent is also, only, for short-term work assignments. Also, related to the area of Definitions, the intent is to link those, to areas on future forms, that will accompany the OS.

Executive Council discussion this date (October 23) included:

- ❖ All Councils and Teams have reviewed the Draft
- ❖ All Council Chairs/Vice Presidents should summarize that feedback and email the summary to Rhiannon and Felicia by November 10 (the next HR Council Meeting is November 13).
- ❖ HR Council should be prepared to communicate to Executive Council at the next meeting, December 4, 2025.

**X. Executive Council**

**A. A1000.05 Policy & Operating Standard Development, Review, & Approval (2<sup>nd</sup> Read)**

Discussion included:

- Agreement to keep review cycle at five years with the understanding that any policy or operating standard can be reviewed more frequently based on need.

*Ginger made a motion to approve the OS, with a second by Christina. All members voted in favor and the motion carried.*

B. A1000.20 Shared Governance Manual Management (2<sup>nd</sup> Read)

Discussion included:

- This OS required a deeper dive related to 5.0 Guidelines, Faculty Membership, related to seeking Union involvement for more Faculty involvement, i.e., maybe make semester appointments rather than yearly appointments due to scheduling.
- Dr. Teske noted that she has faculty, staff, and administration feedback.

*This second read was tabled*

**XI. Adjournment**

Erin made a motion to adjourn at 10:54 am, with a second by Christina. All members voted in favor and the motion carried.

Next meeting is December 4, 2025 @10:00am in the Founders Room and via Zoom.

Agenda will include:

- A4100.50 Alternate/Remote Work Assignment (2<sup>nd</sup> Read)