



*Executive Council Minutes  
12.04.25 10:00 am, Founders & via Zoom*

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

## Roll Call:

✓	Dr. April Teske
	Chris Clark
	Lorena Hines (via Zoom)
	Dr. Nicolaides
✓	Becky Hawes
✓	Felicia Rouse
✓	Rhiannon Martin
✓	Erin King
✓	Jeff McGoy
	Dr. Robinson Karunanithy
✓	Sheryl Ribbing, Co-Chair
✓	Ginger Harner, Chair
✓	Dwayne Fehrenbacher
✓	Tina Dudley
✓	Dr. Tim Taylor, Advisory

✓

### ***Co-Chairs - As invited***

Rachael Trotter (AA)  
Christina Wright (AS)  
Kayla Sauerbrunn (HR)  
Dorie Wilburn, (SA)

## *Ad Hoc - As invited*

*Dr. Kristin Shelby  
Kevin Hunsperger*

## I. Call to Order

Ginger called the meeting to order at 10:03 am.

## II. Approve Minutes of October 23, 2025

Erin made a motion to approve the October 23, 2025 minutes as written with a second by Jeff. 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  
Catalog reviews and updates, IAI revisions, updates to course descriptions, and improvements to GOV courses.
- Academic Affairs Council  
Prioritized the remaining Operating Standards and discussed student/faculty tutoring and testing needs. Director Ashby will be attending as a guest.
- SAAT  
No updates to report.

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

- Recruitment & Enrollment is winding down its event year with parades and looking ahead to 2026.
- Student Experience secured, with the assistance of the Saints Foundation, a refrigerator/freezer for the SCC Food Pantry. Themed athletic events continue. Veterans were recognized at the November 12<sup>th</sup> basketball game; the next event will be the January 28 game against John A. Logan.
- Student Affairs Council did not meet.
- Student Affairs Leadership Team reviewing information received during the ICCCA conference related to laws that become effective January 1, 2026.

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

- HR Council first read of A4100.70 Corrective Action; A4100.65 Performance Improvement Plan and A4100.60 Performance Review.
- Employee Relations Team selected the November Super Saint Donna Price; noted the Great Literary Masquerade raised \$300 and the Employee Appreciation Lunch had more than 70 employees attend with 57 employee responses to the survey seeking input on employee relations events.

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

- Administrative Leadership Team met on October 28, November 4 and December 2 and reviewed weekly projects and day to day activity, functionality, office moves and continuous infrastructure needs.
- Facility Team met on November 19 and worked with Kevin regarding the rollout of the new Vision statement, Empowering Learners, Enriching Communities.
- Business & Finance No update.
- Administrative Services Council met on November 17, further reviewing A1000.20 with no further comments.

**V. Administrative Services Council**

There were no policies or OS submitted for review.

**VI. Academic Affairs Council**

There were no policies or OS submitted for review.

**VII. Student Affairs Council**

There were no policies or OS submitted for review.

**VIII. Human Resource Council**

**A. A4100.50 Alternat/Remote Work Assignment (2nd Read)**

*Felicia made a motion to approve the A4100.50 Alternate/Remote Work Assignment Operating Standard as it was presented for second read in its new format, with a second by Jeff. All members voted in favor and the motion carried.*

**IX. Executive Council**

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

*Ginger made a motion to approve the A1000.20 Shared Governance Manual Management Operating Standard as it was presented post second read, with no further edits. Dwayne seconded the motion. All members voted in favor and the motion carried.*

**B. Transfer Programming Monitoring Report Template Operating Standard (Intro)**

Dr. Taylor introduced the concept of an Operating Standard to support the development of templates for each Monitoring Report. The Monitoring Reports reflect the data/results for each strategic outcome. Streamlining the reporting, highlighting the key insights directly connects to the President's evaluation.

Dr. Taylor sought input on where this Operating Standard should land and how the numbering system should align. Overall, the Council leans towards A101x.xx under Shared Governance, Monitoring Effectiveness, with a new heading.

Also, important to note, as each Monitoring Report Template is developed, seeking input from the presenter would be helpful (for a review of its methodology). Then, a follow up by the Council (without taking any action) may glean additional feedback.

Ultimately, we “need to be able to create the report by using the Operating Standard, (without Dr. Taylor)”.

**X. Adjournment**

Erin made a motion to adjourn at 11:15 am, with a second by Becky. All members voted in favor and the motion carried.

Next meeting is January 22, 2026 @10:00am in the Founders Room and via Zoom.

Agenda will include: