



*Executive Council Minutes
January 22, 2026, 10:00 am, Founders & via Zoom*

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

Roll Call:

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

I. Call to Order

Ginger called the meeting to order at 10:04 am.

II. Approve Minutes of December 4, 2025

Erin made a motion to approve the December 4, 2025 minutes as written with a second by Rhiannon. 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
Academic Affairs Council	Dr. Ian Nicolaides/Rachael Trotter
Academic Leadership Team	Dr. Melanie Pecord
Student Academic Assessment Team	Sheryl Ribbing
Curriculum & Instruction Team	Dr. Kristin Shelby
Student Affairs Council	Chair/CoChair is Pending
Student Affairs Leadership Team	Jeff McGoy
Recruitment & Enrollment Team	Kevin Hunsperger
Student Experience Team	Erin King
Human Resources Council	Kayla Sauerbrunn/Rhiannon Martin
Employee Relations Team	Dr. April Dollins/Karen McGoy
Administrative Services Council	Dwayne Fehrenbacher/Christina Wright
Administrative Services Leadership Team	Chris Clark
Business & Finance Team	Brandy Woods
Facilities Management Team	Dwayne Fehrenbacher/Tim Cornwell

IV. Tina reported on behalf of Dr. Pecord (who had provided the following updates for **Academic Affairs ahead of the meeting**):

- Curriculum & Instruction - Ø
- Academic Affairs Leadership Team
 - Reviewed the faculty credentialing process and explored options to improve efficiency and consistency.
 - Discussed summer and fall scheduling and the process for developing alternative scheduling options.
 - Identified the need for collaboration with Student Affairs to:
 - confirm course demand and priority sections,
 - schedule concerns,
 - clarify extension center course offerings.
 - Noted an enrollment management concern: ensuring schedule changes do not spread the same enrollment across additional sections.
 - Discussed the budget, including consideration of adding back select requests that were previously removed.
 - Held an in-depth discussion on AP1/AP2 8-week courses, including how to best support student success within the accelerated format.
- SAAT - Ø
- Academic Affairs Council (*VPAA will develop an Operating Standards review schedule (proposed) and consult with Dr. Shelby related to the C&I process.*)
 - Discussed tutoring and student success supports, including:
 - the possibility of embedded/in-class tutoring,
 - ways to better promote existing student success resources,
 - strategies to encourage students to seek assistance early.
 - Identified operating standards that have not yet been reviewed and need to be scheduled for discussion.

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

- Recruitment & Enrollment - no quorum.
- Student Experience
 - secured, with the assistance of the Saints Foundation, a refrigerator/freezer for the SCC Food Pantry.
 - Themed athletic events continue.
 - Student Wellness presentation schedule for the Spring semester as well as next Academic Year.
 - Student Housing is a concern with our current population.
- Student Affairs Council
 - December - No Quorum
 - January - Rescheduled
- Student Affairs Leadership Team - Ø

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

- HR Council
 - Did not meet in December
 - Did not meet in January
- Employee Relations Team
 - No in-person meeting in December, business conducted via email

- Selected January 2026 Super Saint, Dwayne Fehrenbacher
- January meeting held on January 16, 2026:
 - Reviewed the results of the Employee Appreciation Survey
 - Discussed NISOD/Staff of the Year Award and ERT will be selecting
 - Reviewed Operating Standards that are being presented to Executive Council today: A4000.10, A4100.60, A4100.65 and A4100.70. Council Chairs should share these with their Teams/Councils and collect feedback, sending to their respective Vice Presidents (VPs). The VPs will then forward to Felicia.

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

- Administrative Leadership Team
 - Meetings on: December, 9, 16, 23, January 6, 13, and 20th
 - Reviewing weekly projects and day to day activity, functionality, office and event needs and continuous infrastructure needs.
 - GFOA Budget has been submitted for review.
 - FY25 Audit is complete.
 - FY27 Budget Development is underway.
 - Detailed minutes can be viewed on the website.
- Facility Team met on January 21
 - Concession Ribbon Cutting/Soft Opening Planning
 - Office Move Presentation
 - Access Point Discussion
 - L Atrium Lighting - Updating to Energy Efficient LED
- Business & Finance met on January 20 - no quorum
 - Will be working on the Capitalization Policy.
- Administrative Services Council met on January 21
 - Reviewed A4000.10, A4100.60, A4100.65, A4100.70 and A7400.60

V. **Administrative Services Council**

A. **A7400.60 Immigration Enforcement Activity & Law Enforcement Access Operating Standard (First Read)**

Although this Operating Standard (OS) is already posted to the College's Website for compliance concerns, Dr. Taylor shared the key components of the Biven's Act, noting that Colleges must "...develop procedures for reviewing and authorizing requests from law enforcement agents attempting to enter a school's campus by **January 1, 2026.**" and post those procedures on their website.

Chris presented the Operating Standard (OS) for a first read as it establishes the institution's commitment to following the Bivens Act and related legal principles by clearly outlining expectations for institutional compliance, accountability, and appropriate conduct in the performance of official duties. Chairs and Team Leads are asked to present this OS to their teams to ensure consistent understanding across departments, and reinforce individual responsibility and limit interruption of the educational process. All feedback should be communicated to the sponsoring Vice President (VP) who will return to Chris.

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. A4000.10 Respectful Workplace Operating Standard

Rhiannon presented the OS for a first read. Chairs and Team Leads are asked to present this OS to their Teams/Councils and collect feedback. All feedback should be communicated to the sponsoring VP who will return to Felicia.

B. A4100.60 Performance Review Operating Standard

Rhiannon presented the OS for a first read. Chairs and Team Leads are asked to present this OS to their Teams/Councils and collect feedback. All feedback should be communicated to the sponsoring VP who will return to Felicia.

C. A4100.65 Performance Improvement Plan Operating Standard

Rhiannon presented the OS for a first read. Chairs and Team Leads are asked to present this OS to their Teams/Councils and collect feedback. All feedback should be communicated to the sponsoring VP who will return to Felicia.

D. A4100.70 Corrective Action Operating Standard

Rhiannon presented the OS for a first read. Chairs and Team Leads are asked to present this OS to their Teams/Councils and collect feedback. All feedback should be communicated to the sponsoring VP who will return to Felicia.

IX. Executive Council

There were no policies or OS submitted for review.

X. Adjournment

Christina made a motion to adjourn at 11:29 am, with a second by Sheryl. All members voted in favor and the motion carried.

Next meeting is February 26, 2026 @10:00am in the Founders Room and via Zoom.

Agenda will include: