



*Executive Council Minutes
February 26, 2026, 10:00 am, Founders & via Zoom*

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

Roll Call:

<input checked="" type="checkbox"/>	Dr. Melanie Pecord (via Zoom)	<input type="checkbox"/>	
<input type="checkbox"/>	Chris Clark-Mandatory Grant Meeting	<input type="checkbox"/>	Co-Chairs - As invited
<input checked="" type="checkbox"/>	Lorena Hines (via Zoom)	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Dr. Nicolaides	<input type="checkbox"/>	Rachael Trotter (AA)
<input checked="" type="checkbox"/>	Becky Hawes	<input type="checkbox"/>	Christina Wright (AS)
<input checked="" type="checkbox"/>	Felicia Rouse	<input type="checkbox"/>	Kayla Sauerbrunn (HR)
<input type="checkbox"/>	Rhiannon Martin	<input type="checkbox"/>	Dorie Wilburn, (SA)
<input checked="" type="checkbox"/>	Erin King	<input type="checkbox"/>	
<input checked="" 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 checked="" type="checkbox"/>	Dwayne Fehrenbacher	<input type="checkbox"/>	Dr. Kristin Shelby
<input checked="" type="checkbox"/>	Tina Dudley	<input checked="" 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 10:01 am.

II. Approve Minutes of January 22, 2026

Erin made a motion to approve the January 22, 2026 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
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

- V. Dr. Nicolaides reported the following updates for **Academic Affairs**
- Curriculum & Instruction
 - Approved two new History Courses for Fall 2026:
 - HIS 0112 History of Baseball in the United States (3 Credit Hours; 3 Lecture, 0 Lab)
 - HIS 0115 History of Southern Illinois (3 Credit Hours; 3 Lecture, 0 Lab)
 - Academic Affairs Leadership Team
 - Reviewed & approved the 2028-29 Academic Calendar
 - Reviewed the Academic Affairs priorities of the 2026-2030 Strategic Plan
 - Added 6 additional questions to the CCSSE Survey
 - Discussed the A4200.25 Paid Leave of Absence Operating Standard
 - Discussed Adjunct/Part-time hiring, onboarding processes, and tasks/timelines to complete the hiring process.
 - SAAT
 - Discussion related to changes to personal growth (procedures, course maps, & collecting data from seminar courses) to ensure all assessment criteria could be met.
 - Academic Affairs Council
 - Prioritizing the completion of key curriculum Operating Standards, reviewed the proposed 2028-2029 Academic Calendar, and reviewed Strategic Plan Initiatives for Cabinet feedback. Additional discussion focused on FY26 committee priorities and tutoring support improvement through Navigate 360.

DISCUSSION: With the approval of two, new History Course, would these be considered “Topics” courses? Are these courses, IAI courses?

Item Requiring Action

Dr. Pecord will do some further investigating.

- IV. Erin provided the following updates for **Student Affairs:**
- Recruitment & Enrollment - no report.
 - Student Experience
 - There is a plan to keep the fridge/freezer stocked with what the students prefer.
 - Themed-games are popular and being investigated, one more to go on February 28.
 - Student wellness event/presentation schedule being developed for 2026-27 Academic Year.
 - Student Affairs Council
 - Discussing the following Operating Standards:
 - A3000.15 Adding, Dropping & Withdrawal From Classes
 - A3100.80 Academic Classifications & Course Load
 - A2200.15 Grading (Incompletes)
 - A3100.05 General Admission Requirements,
 - A3100.20 FERPA
 - Student Affairs Leadership Team - Ø

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

- HR Council
 - Reviewed and discussed feedback regarding the Leave Operating Standard
- Employee Relations Team
 - Met on February 17, planning for an Employee Appreciation event on March 25
 - NISOD Recipient is Donna Price

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

- Administrative Leadership Team
 - Meetings on: February 3, 10, 17, 24 and Detailed minutes can be viewed on the website.
 - Reviewing weekly projects and day to day activity, functionality, office and event needs and continuous infrastructure needs.
 - FY27 Budget Development is underway.
- Facility Team met on January 21
 - Severe Weather Drill Scheduled
 - Digital Signage Quote Sought
 - Network Assessment and Cell Signal Improvement Plan Development
 - Metal Building installed to house Allied Health Equipment, etc., (Ambulance, Trailer
 - Working with Allied Health/Nursing with Computer Lab/Furniture, etc.
- Business & Finance met on January 20 - no quorum
 - No Meeting in February,
- Administrative Services Council met on January 21
 - No Meeting in February due to Holiday

VI. Administrative Services Council

There were no policies or OS submitted for review

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

There were no policies or OS submitted for review.

X. Executive Council

Kevin presented A8000.30 Email Usage Operating Standard for first read, noting the OS was built-off what was currently in place plus incorporated current branding standards. It included the following points:

- Staff/students potentially receiving too many emails; there are currently six groups who send out communications. Marketing aims to limit that number. Noteworthy, there is limited access to email groups (i.e., faculty, staff, student email groups).
- Goal is to inform, and not overburden.
- Clean up/standardize Signature block with basic branding

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/Executive Director who will return to Kevin.

XI. Adjournment

Dr. Nicolaidis made a motion to adjourn at 10:41 am, with a second by Lorena. All members voted in favor and the motion carried.

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

Agenda will include: